

Your Company Name

Your Company Address

City, State ZIP Code

Phone: (xxx) xxx-xxxx

Email: your.email@company.com

Date: [Insert Date]

Recipient Name

Recipient Title

Recipient Company Name

Recipient Address

City, State ZIP Code

Dear [Recipient Name],

I am writing to [state the main purpose of your letter; e.g., provide requested information, submit a proposal, clarify recent communications, etc.].

For your reference and further review, I have attached the following document(s) to this correspondence:

- [Document Name 1] â€“ [Brief Description/Reference]
- [Document Name 2] â€“ [Brief Description/Reference]

Please review the attached document(s) at your earliest convenience. If you need any additional information or have further questions, feel free to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Phone: (xxx) xxx-xxxx

Email: your.email@company.com