

# Letter Template: Indicating Attached Documents in Business Communication

Below is a template illustrating the steps for indicating attached documents in business communication:

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**Subject:** Submission of Quarterly Financial Reports

Dear [Recipient's Name],

I hope this message finds you well.

Please find attached the quarterly financial reports for your review. The attached documents contain a detailed breakdown of revenues, expenses, and projections for the next quarter.

**Attached documents:**

1. Q1\_Financial\_Report.pdf – Detailed financial performance for Q1
2. Budget\_Projections\_Q2.xlsx – Budget estimates and projections for Q2
3. Summary\_Notes.docx – Key highlights and summary notes

Kindly review the attached files at your convenience. If you require any further information or clarification, please let me know.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]

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## Steps Illustrated in the Template:

1. **Reference Attachments in the Body:**  
Use phrases such as "Please find attached" to inform the recipient about the included documents.
2. **List and Label Attachments:**  
Clearly list each attached file by name and include a brief description.
3. **Ensure Attachments Are Included:**  
Before sending, double-check that all mentioned files are correctly attached.