

Letter Template: Indicating Attached Documents in Business Communication

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

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]

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.