

Transmittal Letters

A transmittal or cover letter accompanies a larger item, usually a document. The transmittal letter provides the recipient with a specific context in which to place the larger document and simultaneously gives the sender a permanent record of having sent the material.

Transmittal letters are usually brief. The first paragraph describes what is being sent and the purpose for sending it. A longer transmittal letter may summarize key elements of the proposal in one or two sentences and provide the recipient with other useful information.

End transmittal letters with a one-sentence paragraph that establishes goodwill by thanking or complimenting the recipient.

The following document is an example of a formal transmittal letter accompanying a grant proposal to the National Science Foundation. The structure of the letter, the use of language, such as *herewith*, and the use of the passive voice reflect common conventions for submitting formal scientific proposals.



Euphoria State University
Department of Earth Sciences

April Broadstreet
Professor of Geology
412 French Hall
Lexington, MA 02173

June 10, 1996

Dr. Janet J. Schmidt
Director, Earth Sciences Special Research Programs
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230

Dear Dr. Schmidt:

I submit herewith a proposal in support of a research program entitled "Problems of Excess Argon in Silicates" to be performed under my direction in Euphoria State University's Earth Science Laboratory.

I am requesting funding in the amount of \$72,134 in total estimated costs for the period July 1, 1998 through June 30, 1999.

Questions relating to any technical aspects of the proposal should be directed to me. Questions of an administrative nature may be directed to Ruben Perez, Associate Director of Sponsored Programs, at (617) 868-9971.

Your consideration of my proposal is greatly appreciated.

Sincerely,

April Broadstreet

Enclosure: Proposal

cc: Mr. Ruben Perez

Transmittal Letter

A transmittal letter, also known as a letter of transmittal is a business documents is meant to introduce another document attached with it, such as a proposal, a report or a draft. Mainly

transmittal letter contains information about accompaniment, but that is not necessary. The information could be different, than what is part of accompanying document. The contents of a transmittal letter are providing the recipient with information, about intent of second document. The main points are in the documents underneath it. As they are detailed information about functions, features, considerations, and significance of the transmittal letter.

The writers use this document to provide names of accompanying documents, and the information about its purpose. To satisfy the purpose, this business document is used as an introductory page that accompanies the original document. People define its role as a smart document, as it serves the best demonstration the writer wishes to maintain contact with recipient's for future engagements. As a transmittal letter, is a business letter, therefore its format is professional.

Here is a sample Transmittal Letter that can be used to quickly and effectively create Transmittal Letters for your businesses. Such sample letters are helpful to understand the context and to write it efficiently.

Here is preview of this Transmittal Letter,

As far as confidential information goes, a transmittal letter can contain classified information. It could be about report or other documents, it could be a password of a protected file which is only used for electric documents. Furthermore, it is an effective way of communication, and is used to draw recipient's attention toward information provided in documents.

In exact words, a transmittal letter is a short document which is used to introduce accompaniment in different ways which can either be in tabular form or like a simple letter. The information in a transmittal letter may communicate how the information for report or second document was gathered, and who were the people involved in this project. If you like, it can further indicate the reader to give essential feedback, for example, you may ask the recipient to read the document, and write a comment in the end.

Keep in mind that the transmittal letter is not meant for technical or detailed information. A simple, friendly and brief letter attracts the reader, and grabs attention more easily than a complicated document. You must make sure to include one's detailed contact information in this document.

The main contents that a letter of transmittal will include:

Introduction is required with names, and addresses of persons receiving, including accompanying documents and manes and address of sender, name of the accompanying documents, and other relevant information. When writing, keep in mind that the body paragraph is critical, and requires extra attention. You only have to include information about methods used to gather the information, presented in the attached document. The last paragraph will be of conclusion, or call to action. You must write clearly about what type of responses you expect from readers.

Try to go over the written letter a few times so that you could identify any of your mistakes that has been not spotted by you earlier. Another common mistake people make is that they physically attach accompanying documents with the transmittal letter. You have to treat it as a separate entity, and that may be placed on top of the accompanying document.

Transmittal Letter

October 15, 2012

<<_CompanyName>
<_AddressLine1>
<_AddressLine2>
<_City>, <_State> <_ZipCode>
<_PhoneOffice> <_PhoneFax>
<_EmailAddress> <_Website>

To:

[Customer Name]**Attention:** [Type name here]

[Customer Address Line 1]

Re: [Type text here]

[Customer Address Line 2]

[Customer City, State ZIP Code]

Job Number: [Type number here]**We are sending you**

<input type="checkbox"/> Attached	<input type="checkbox"/> Under Separate Cover via: [Type text here] the following:	<input type="checkbox"/> Plans	<input type="checkbox"/> Other:
<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints	<input type="checkbox"/> Samples	
<input type="checkbox"/> Copy of Letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Specification	
<input type="checkbox"/> Total Quantity	<input type="checkbox"/> Reproducible		

Submittal	Quantity	Date	DWG. #	Description

These are transmitted as checked below

<input type="checkbox"/> For Approval	<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Resubmit copies for approval
<input type="checkbox"/> For Your Use	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Submit [#] copies for distribution
<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned for Corrections	<input type="checkbox"/> Return [#] corrected prints
<input type="checkbox"/> For Review and Comment	<input type="checkbox"/> Revise and Resubmit/Work May Not Proceed	
<input type="checkbox"/> FOR BIDS DUE: [Type text here]	<input type="checkbox"/> PRINTS RETURNED AFTER LOAN	