

Transmittal letter for report is a formal letter which provides information on the report that you are submitting. It is a professional way of informing the recipient about the specific context of the report which also acts as a record that you have submitted the material. This letter must be concise and informative. It talks about the purpose of sending this letter and sometimes it also includes the key elements of the proposal. For writing a letter relating to your research report, you may follow the sample given below.

Example of Transmittal Letter for a group's Research Report

From

Members Group 1

Fast, NUCES

Date: _____ (Date of your Formal Report Submission)

To

Ms. Sabeen Amjad

TBW Instructor/Supervisor

FAST, NUCES

Karachi

Subject: Submission of research report on **“Changing Customer Preferences in Mobile Phones”**

Dear Ma'am,

We are extremely delighted to submit our research report titled **“Changing Customer Preferences in Mobile Phones”**. We were assigned to work at the Main campus of Fast, NUCES Karachi. During the span of _____ weeks of this study, we have worked with utmost dedication and have tried our level best to meet the needs of the course and follow all the guidelines given by our supervisor to prepare the report. This research study has been really very helpful for us as it gave us acquaintance with the world of invention and exploration with practicality, and I am sure it is going to help us perform significantly in our career in future.

We thank you for providing us the grave opportunity to work on this project with our peers that greatly enhanced our understanding in the field, and we hope that you find the result of this study as useful as we do. We would be contended if this report is able to serve its worthy purpose, and live up to the expectations. Further, we would be available to explain any kind of queries related with our research study anytime.

Thanking You.

Yours sincerely,

Members Group 1

ID Nos: 20K3456, _____, _____

Program: Bachelors in Computer Sciences

FAST, NUCES

Karachi Campus