**Transmittal Letter:**

1. New form will be created with the attached layout – See attached form.
2. In the transmittal list, show links option should be there.
3. Transmittal form should be able to link to all reports. So in all reports link to transmittal letter option should be there, and after you choose this one either you choose from the list or you create new transmittal letter especially for that form.
4. PDF and email should be there.
5. When you print any form the linked to a transmittal letter, the transmittal letter should be the cover page for that form.
6. For the notification – whenever the receiver will get an email it will show the link for this transmittal letter once he open the link the sender will receive an email notifying that he received it.