

Sample Transmittal Letter Template

| Agency Letterhead | |
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| Item | Comment |
| Date | Letter date should not be significantly earlier than the actual date of transmittal. |
| Federal Addressee(s) | Although traditional street address is used, signed letter should be scanned and sent electronically rather than by hardcopy delivery. |
| Salutation | May be: "Dear Mr/Ms (Name)" if single addressee or "Dear Colleagues" if multiple addressees. |
| Purpose of Letter (introductory paragraph) | Request for review and approval of (type(s) of document(s)) relating to (project name). Any urgent/time critical issue to be discussed further in letter. |
| Summary of Document Purpose/Main Content/Significant Issues (body of letter) | May use a combination of narrative paragraph and bullet/numerical item formats. |
| Extracts or References to Major Points (body of letter) | Goals, Objectives, Time Period Covered, Cost Estimate, etc. |
| Summary of Next Steps/Future Efforts (closing paragraph) | Provide larger perspective and/or activity to be taken on project in near future. |
| Closing | Contact information for questions, etc. |
| Signature | Responsible official with authority to make commitments for agency. |
| Attachment(s)/Enclosure(s) | May simply indicate that there are items included with the cover letter or may list the actual items. |
| Addressee Copies | List of others copy of document to be sent. |