

Sample Transmittal Letter Template

Agency Letterhead	
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.