

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to [briefly state the purpose of the letter]. Enclosed, please find [list the enclosed documents--e.g., "my resume," "the project proposal," etc.].

I believe these documents will provide you with the necessary information regarding [a brief description of what the enclosures relate to].

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

Enclosures: [list enclosures]