

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

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

Dear [Recipient Name],

I am writing to provide you with the enclosed materials regarding
[briefly state the purpose]. Included in this package are the following
items:

1. [Description of enclosed material #1]
2. [Description of enclosed material #2]
3. [Description of enclosed material #3]

Please review the enclosed materials at your earliest convenience. If you
have any questions or require further information, feel free to reach out
to me via [your contact method].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company/Organization, if applicable]