

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Department]  
[Company Name]

Dear [Recipient's Name],

Subject: [Subject of the Report]

I am writing to present the [Title of the Report] as per the requirements outlined in [specific instructions or initiatives]. This report encompasses [briefly describe what the report covers, such as findings, analysis, and recommendations].

Key Highlights:

1. [Highlight 1]
2. [Highlight 2]
3. [Highlight 3]

The detailed findings are enclosed in the attached report. I look forward to discussing this further and am available for any queries you may have. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]  
[Attachment: Title of the Report]