

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to submit the files requested regarding [briefly describe the purpose, e.g., "our recent project proposal," "the financial report," etc.]. Please find the attached documents for your review.

The attached files include:

1. [File Name 1]
2. [File Name 2]
3. [File Name 3]

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]