

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

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

Dear [Recipient's Name],

Subject: Document Dispatch

I am writing to inform you that the following documents are being dispatched for your review:

1. [Document Name or Description]
2. [Document Name or Description]
3. [Document Name or Description]

These documents are enclosed with this letter and should arrive by [expected delivery date]. Please confirm receipt upon arrival.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Company/Organization Name]