

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

[Grading Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Grading Company Name],

Subject: Submission of Items for Grading

I am writing to submit the following items for grading. Please find the details listed below:

****Submission Details:****

- ****Order Number:**** [Order Number]
- ****Submission Date:**** [Submission Date]

****Items Submitted:****

1. ****Item Title/Description 1****

- ****Condition:**** [Condition]
- ****Requested Grading Type:**** [Grading Type]
- ****Estimated Value:**** [Estimated Value]

2. ****Item Title/Description 2****

- ****Condition:**** [Condition]
- ****Requested Grading Type:**** [Grading Type]
- ****Estimated Value:**** [Estimated Value]

[Continue the list for additional items as necessary]

****Payment Information:****

- ****Total Amount:**** [Total Amount]
- ****Payment Method:**** [Payment Method]

Please let me know if you require any additional information or documentation to process this submission. I appreciate your assistance and look forward to your confirmation of receipt.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]