

****CGC Letter Guide for Professional Grading****
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
To:
CGC (Certified Guaranty Company)
[CGC Address]
[City, State, Zip Code]
Subject: Submission for Professional Grading
Dear CGC Grading Team,
I am writing to submit my items for professional grading. Below are the details of my submission:
****Submission Details:****
- ****Name:**** [Your Name]
- ****Account Number:**** [Your CGC Account Number]
- ****Submission Date:**** [Date of Submission]
****Items for Grading:****
1. ****Item Description:**** [Title/Description of Item 1]
- ****Barcode/Item Number:**** [Barcode/Item Number]
- ****Estimated Value:**** [\$ Amount]
2. ****Item Description:**** [Title/Description of Item 2]
- ****Barcode/Item Number:**** [Barcode/Item Number]
- ****Estimated Value:**** [\$ Amount]
****Payment Information:****
- ****Total Amount Enclosed:**** [\$ Total Amount]
- ****Payment Method:**** [Credit Card/Check/etc.]
****Special Instructions:****
[Please include any special instructions or requests, if applicable.]
Thank you for your attention to this submission. I look forward to receiving my graded items soon.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]

****Enclosures:****
[List any enclosed items, such as payment or additional documents.]