

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

Dear [Recipient Name],

Subject: Archival Documentation Submission

I hope this letter finds you well. I am writing to submit the archival documentation for [Project/Subject Title] as per our previous discussions. This documentation provides a comprehensive record of [briefly describe the content or purpose of the documentation].

Included in this submission are the following materials:

1. [Document Title/Type 1]
2. [Document Title/Type 2]
3. [Document Title/Type 3]

Please let me know if there are any additional materials or information you require. I appreciate your attention to this matter and look forward to your acknowledgment of the received documentation.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]