

**\*\*LCMS Submission Letter Checklist Template\*\***

**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*[Recipient's Name]\*\***

**\*\*[Recipient's Title]\*\***

**\*\*[Company/Organization Name]\*\***

**\*\*[Company Address]\*\***

**\*\*[City, State, Zip Code]\*\***

Dear [Recipient's Name],

**\*\*Subject: LCMS Submission Checklist\*\***

I am writing to submit my application for [specific program/position] at [Company/Organization Name]. Below is a checklist to ensure all required materials are included with my submission:

1. **\*\*Personal Statement\*\***

- Highlighting my qualifications, experiences, and motivation for applying.

2. **\*\*Resume/CV\*\***

- Updated and formatted appropriately.

3. **\*\*Transcripts\*\***

- Official copies of academic transcripts from all institutions attended.

4. **\*\*Letters of Recommendation\*\***

- [Name] - [Title/Relation]

- [Name] - [Title/Relation]

- [Name] - [Title/Relation]

5. **\*\*Additional Documentation\*\***

- [List any other required documents, e.g., portfolio, certificate, etc.]

6. **\*\*Application Fee\*\***

- Payment receipt or confirmation.

Please confirm receipt of my submission and let me know if any additional information is required. Thank you for considering my application.

Sincerely,

[Your Name]

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**\*\*Checklist for your records:\*\***

- [ ] Personal Statement

- [ ] Resume/CV

- [ ] Transcripts

- [ ] Letters of Recommendation

- [ ] Additional Documentation

- [ ] Application Fee

**\*\*End of Template\*\***