

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Organization Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of OECD Report

I am writing to submit the attached report titled "[Report Title]" prepared by [Your Organization] for your review. This report provides an in-depth analysis of [brief description of the report content or purpose].

We believe that the findings of this report will contribute significantly to the ongoing discussions and initiatives within the OECD framework.

Please find the report attached for your consideration. Should you require any further information or clarification, feel free to contact me directly.

Thank you for your attention to this submission. We look forward to your feedback.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]