

[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],

I hope this letter finds you well.

Enclosed/Attached are the financial documents required for [specific purpose, e.g., your review, the upcoming meeting, etc.]. The documents include:

1. [Document 1 Name]
2. [Document 2 Name]
3. [Document 3 Name]

Please let me know if you need any further information or clarification regarding these documents.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name] (if applicable)  
[Your Signature (if sending a hard copy)]