

**\*\*Checklist for Document Submission Letter\*\***

**1. \*\*Sender's Information\*\***

- Name
- Address
- City, State, Zip
- Email Address
- Phone Number
- Date

**2. \*\*Recipient's Information\*\***

- Name or Title
- Company/Organization Name
- Address
- City, State, Zip

**3. \*\*Subject Line\*\***

- Brief and relevant subject (e.g., "Document Submission for [Purpose]")

**4. \*\*Salutation\*\***

- Appropriate greeting (e.g., "Dear [Recipient's Name or Title],")

**5. \*\*Introduction Paragraph\*\***

- Purpose of the letter
- Brief overview of the documents being submitted

**6. \*\*Body Paragraph(s)\*\***

- Detailed description of each document included
- Any relevant deadlines or timelines
- Additional instructions or requests

**7. \*\*Conclusion Paragraph\*\***

- Expression of gratitude for consideration
- Offer to provide further information if needed

**8. \*\*Closing\*\***

- Professional closing (e.g., "Sincerely," or "Best Regards,")

**9. \*\*Signature\*\***

- Handwritten signature (for printed letters)
- Typed name below signature

**10. \*\*Attachments\*\***

- List of all documents being submitted (attach copies)

**11. \*\*CC (if applicable)\*\***

- Names and titles of others receiving a copy of the letter