

[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 am writing to formally submit the following documents:

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

Please find them attached/enclosed for your review. Should you need any further information or clarification, feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]