

[Your Name]
[Your Title]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: TLS Certification Transmittal Letter

I am pleased to submit the TLS certification documents for [specific purpose or project name]. This certification affirms our compliance with all relevant standards and requirements.

Enclosed with this letter are the following documents:

1. TLS Certification Copy
2. [List any additional documents if applicable]

Please review the enclosed documents at your earliest convenience. Should you have any questions or require further information, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Enclosures: TLS Certification, Additional Documents]