

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally transfer the following documents:

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

These documents are being provided for [brief reason for transfer, e.g., "review," "your records," etc.].

Please find the documents attached/enclosed with this letter. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization Name, if applicable]