

## MSFEA CREATES: TRANSMITTAL LETTERS

### OBJECTIVE OF THE HANDOUT

#### This handout will help you:

1. Describe the purpose and structure of transmittal letters.
2. Compose effective transmittal letters.

### TECHNICAL EXPLANATION OF TRANSMITTAL LETTERS

A transmittal letter is a brief one-to-two-page document that often accompanies another larger document, usually a report. The transmittal letter serves two purposes: (1) it provides a context for the larger document, and (2) it serves as proof that the sender did send the document or report for filing purposes. It is often addressed to the person or organization that requested the report.

**In terms of structure, transmittal letters are often composed of three paragraphs.**

- **The first paragraph** describes the document sent and the purpose for sending it.
- **The second paragraph** summarizes the key ideas of the accompanying document.
- **The third paragraph** offers to give more information if necessary and thanks the readers.

The format of a transmittal letter follows that of a business letter, and the tone is usually formal.

### STRUCTURE OF AN EFFECTIVE TRANSMITTAL LETTER

**The transmittal letter follows the format of a business letter.**

[Sender's name]

[Company name if applicable]

[Mailing address]

[Date letter will be sent]

[Recipient's name]

[Title if applicable]

[Company name if applicable]

[Mailing address]

Subject: Transmittal of [insert brief description of what is being transmitted]

Dear [Mr./Mrs./Ms./Dr.] [Last name]:

**Avoid the generic "To Whom It May Concern"**

I am submitting the enclosed [describe what is being transmitted – letter, proposal, brochure, payment, etc.] in response to [specify why it is being sent – response to a request for proposal (RFP), payment on your account, payment in full, a response to an inquiry or advertisement, etc.].

**The first paragraph should describe the document sent.**

[Include a few sentences specific to the reason you are making the transmission. For example, if you are submitting a proposal, say something about your unique qualifications to provide services and state that you are looking forward to working with the recipient in the future. If you are sending a brochure in response to an inquiry, give a brief overview of the document's highlights. If you are making a payment on an account, specify the account number and ask to be sent a transaction receipt that shows the payment has received.]

**The second paragraph should provide an overview of the document sent.**

If you need any further information, please let me know. I will be happy to assist you. You may reach me at [insert phone number] or [insert email address]. Thank you in advance for your attention.

**The third paragraph ends with an offer for more**

Regards,

[Sign here]

[Type sender's name]

Enclosure: [State what is enclosed – i.e., proposal, brochure, check ###, money order ###]

**Sources:** MIT, Lumen Learning, Love to Know