



Transmittal Letter or Cover Letter

Transmittal letters (sometimes referred to as cover letters) are sent as an accompaniment to enclosed material. Transmittal letters should be brief and clearly written. If you are sending the transmittal letter with a report, the transmittal letter should be the first element of the front matter.

1. Functions:

- A. Protection: If an enclosed document does not have a transmittal letter, it could be thrown away.
- B. Introduction: A transmittal letter introduces your enclosed materials and may motivate the reader to respond positively to them.

2. Components:

- A. Introduction: An introduction is a requirement for all business letters, and should do the following:
 - I. Introduce yourself and your company.
 - II. Give the reason for the transmittal letter.
 - III. Provide the title of the enclosed documents.
 - IV. List any people who may need the information.
- B. Body Paragraph: The body paragraph should provide information on the following:
 - I. The names of the intended recipients of the enclosed documents.
 - II. Specific instructions for opening or reading the enclosed documents.
 - III. The reason for sending the documents.
- C. Conclusion: The conclusion should close the letter and do the following:
 - I. Acknowledge people who may have provided information, money, or materials.
 - II. Request an action to verify that the reader received the letter.
 - III. If you sent a draft, provide a deadline for revisions.
 - IV. Provide contact information, such as names, titles, emails, phone numbers, and mailing addresses.
 - V. End in good will. You should attempt to end every letter, email, or memo with a solid gesture of goodwill (for example, "I look forward to hearing from you").
 - VI. After the complimentary closing and your name, remember to note the enclosed documents.