**Sample Letter of Transmittal**

**Modify this letter to fit your project.**

**(Delete this title block from real letter)**

Date

Mr. John Smith

Plant Engineer

XYZ Manufacturing, Inc.

Dear Mr. Smith,

Attached please find the proposal entitled “Automation of the Vehicle Assembly Operation at XYZ Manufacturing." This proposal explains in detail the work to be completed at XYZ Manufacturing, Inc. by us as Florida International University students in Industrial & Systems Engineering during the Fall of 2007 and Spring of 2008, for the project requested by your company.

We would much appreciate if you read our proposal carefully, complete the section below and fax it back to the ISE Dept Attn.: Mr. Sanchez at 305-348-3721 or to the Project Manager, Mr. X, so s/he can take it back to our project instructors.

Should you have any questions or comments about this proposal, do not hesitate to contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_ or Dr. Chin-Sheng Chen or Mr. Mario Sanchez, our project instructors, at 305-348-3753/3723 respectively.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student #1 Name & Sign Student #2 Name& Sign Student #3 Name & Sign

P: 305-555-1212

I have read the enclosed proposal and have the following comments:

⁯ We accept the proposal.

⁯ We decline the proposal.

⁯ We accept the proposal with the changes/comments shown below (feel free to include any comments in separate page as necessary).

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Company Rep Name/Title Signature / Date