**SAMPLE TRANSMITTAL LETTER TEMPLATE**

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| Agency Letterhead |
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| **Item** | **Comment** |
|  |  |
| Date | Letter date should not be significantly earlier than |
|  | the actual date of transmittal. |
| Federal Addressee(s) | Although traditional street address is used, signed |
|  | letter should be scanned and sent electronically |
|  | rather than by hardcopy delivery. |
| Salutation | May be: “Dear Mr/Ms (Name)” if single addressee |
|  | or “Dear Colleagues” if multiple addressees. |
| Purpose of Letter (introductory paragraph) | Request for review and approval of (type(s) of |
|  | document(s)) relating to (project name). Any |
|  | urgent/time critical issue to be discussed further in |
|  | letter. |
| Summary of Document Purpose/Main | May use a combination of narrative paragraph and |
| Content/Significant Issues (body of letter) | bullet/numerical item formats. |
| Extracts or References to Major Points (body of | Goals, Objectives, Time Period Covered, Cost |
| letter) | Estimate, etc. |
| Summary of Next Steps/Future Efforts (closing | Provide larger perspective and/or activity to be |
| paragraph) | taken on project in near future. |
| Closing | Contact information for questions, etc. |
| Signature | Responsible official with authority to make |
|  | commitments for agency. |
| Attachment(s)/Enclosure(s) | May simply indicate that there are items included |
|  | with the cover letter or may list the actual items. |
| Addressee Copies | List of others copy of document to be sent. |