

Professional Letter of Transmittal for Business Report

Subject: Submission of Business Report on [Report Topic]

Dear [Recipient Name],

Enclosed is the business report titled "•[Report Title]" prepared by [Your Name/Team Name].

This report provides a comprehensive analysis of [brief description of report scope and purpose].

We have included detailed findings, recommendations, and supporting data to assist in decision-making and strategic planning. Please feel free to contact me if you require any clarification or further discussion on the report contents.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Position]

[Company Name]

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