

Sender's Name

Sender's Address, Line 1

Sender's Address, Line 2

Date Report Delivered

Receiver's Name

Receiver's Address, Line 1

Receiver's Address, Line 2

Dear [Title and Last Name of Receiver]:

Paragraph 1: Introduction to the report. Give the report's title. Identify who gave approval for the report. Summarize proposed tasks and update on any changes from the proposal.

Paragraph 2: Methods. Briefly describe methods used to locate data.

Paragraph 3: Major Findings. Summarize conclusions here. If needed, use multiple paragraphs, especially if you have several conclusions that can be clustered into distinct groups.

Paragraph 4: Recommendation. Summarize recommendation(s) here. It's fine to have one recommendation. It's also acceptable to recommend that more research be conducted.

Paragraph 5: Thank the reader and provide contact information for further questions or clarifications.

Sincerely,

[Script Signature]

[Name(s) of Report Author(s)]

[Name of Organization/Group, if applicable]

**Figure 20.1.** Template for letter of transmittal.