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In addition to our cover letter for document submission sample and our tips on what to mention in the cover letter, we have a few more hints to share with you: Make sure that you have the correct company details. Never send original documents. Sending original documents is a nightmare,... Always ...Sample Request Letter for Documents Submission. Jobs are demanding in the current scenarios! One has to fulfill the demands of the jobs and for that they might be travel to far off places to set their profession in balance. This format can be one such help for those who wanted to submit their documents in out of city and looking forward for a permission slip/ letter from the high ups. Sample letter to acknowledge the submission of documents 1. Photocopy of voter ID. 2. Photocopy of PAN card. 3. Photocopy of Driving Licence. 4. A copy of address proof. 5. Photocopy of Passport. Sample cover letter for sending documents Mostly after you apply for a job, the company seeks for your documents. And for that you need to write a letter addressing the company and attach your documents along with it. These letters are professionally called transmittal letters that carry a larger item usually a document., Sample Letter For Document Submission.

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