

Draft the following transmittal letter on UCSD letterhead, replacing the items in green with the appropriate information.

August 22, 2008

Sally Smith
1234 Benefit Drive
Anywhere, USA

Dear Ms. Smith,

The enclosed amount of \$___, is being given on the behalf of the Department of Radiology at UCSD to be used for the purpose of purchasing a table at your event.

Sincerely,

John Jones
Title (optional)

Note: Include in this transmittal letter event and attendee information, especially if this transmittal will not be accompanied by a registration form or memo from the organization.