

Date: [Insert Date]
To: [Recipient Name/Department]
From: [Your Name/Organization]
Reference: [Case Number or Subject Matter]

Index of Enclosed Supporting Documentation

The following documents are submitted in support of [Project/Application/Claim Name]:

Tab/Item No.	Document Title	Description	Page Count
1	[Document Name]	[Brief description of content]	[Number]
2	[Document Name]	[Brief description of content]	[Number]
3	[Document Name]	[Brief description of content]	[Number]

Total Number of Documents: [Total Count]

Total Number of Pages: [Total Pages]

Sincerely,

[Signature]
[Printed Name]
[Contact Information]