

# Letter of transmittal



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Transmittal Letter about counseling ABC, Director School of Management Sciences, XYZ March, 17th Director of Education, XYZ Public Schools

Dear Sir/Madam:

We are submitting herewith our report entitled Counseling of Students at XYZ University. The main purpose of this report is to guide students on how to make an effective future plan and to decide about careers. The proposal shows a detailed scope, approaches, and methodologies on how to clear students' minds about tensions, and different issues regarding counseling of students.

Almost all students of young age are very talented, but with a lack of grooming they are unable to get their desired goals. XYZ University is one of the top ranked universities of the world. We are seeking a position as a Student Counselor. Unlike many other counseling institutions, we have a real world experience in the field of education. Our strong desire to help young people with their academic, personal, and social needs coupled with what we have learned from working with youth with special needs makes us a strong candidate for being counselor at your school.

XYZ University is rich in its culture. Students from almost every area would be observed here. We have come in contact with a diverse population of students who have very different backgrounds. Social functioning and the ability to learn vary from student to student. Helping students set realistic social and academic goals for themselves, under the supervision of their kind teachers is the part we enjoy and excel in. The feeling of being incapable of achieving goals is the root cause which results in failures, and our activities aim to improve frustration tolerance of students in order to overcome the feeling of being incapable. We encourage students to reflect on their past

success and realize their true potential thereby giving them the confidence required to triumph. We work in close collaboration with the teachers of students to achieve realistic goals of students.

As outlined above, our dedication to the field of education and more specifically our willingness to prove ourselves in the field of counseling as well are the major factor for which you should consider us. We believe you will discover us to be one of the best counselors in the world. We appreciate your time and consideration. Please do not hesitate to contact us at 1-800-433-7300 to arrange a meeting at your convenience.

Sincerely,

ABC

Director

School of Management Sciences, XYZ University.

Transmittal Letter about Accommodation of Students

ABC, Chairman Hostels Association,

XYZ Country

March, 17th 2013

Director, Defence Housing Authority (DHA)

Dear Sir/Madam:

We are submitting herewith our report entitled accommodation issues of students. The main purpose of this report is to present our clear vision about the solution of the existing problems. The proposal shows a detailed scope, approaches and methodologies of finding solutions, and different issues regarding accommodation of students.

ABC is known as the city of universities. Many students from all over world

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come to study here. There are basically two problems for them besides studies; accommodation and transport. We are focusing on accommodation. As per our previous record, our proposal aims to seek a position as a major Private Hostel Provider in XYZ city. Unlike many other Hostel providers, we have a real experience in the field of providing accommodation. Our strong desire to help students with their academic, personal, and social needs coupled with what we have learned from working with students with special needs makes us a strong candidate for the housing scheme.

Students from the entire world would be observed in our hostels. We have been working with a diverse population of students from different countries each with a different background. We particularly enjoy and excel at working with the students to help students provide a wonderful and peaceful environment for their studies. Helping students to attain the best living standards coupled with the best food, laundry and telecommunication facilities help promote positive outcomes for the future.

As outlined above, our dedication to the field of housing and helping students is our core responsibility and we really mean it. We believe you will find us as one of the best hostel providers of ABC city. Thank you for your time and consideration. Please feel free to call us at 1-800-433-7300 to arrange a meeting at your convenience.

Sincerely,

ABC

Chairman, Hostels Association XYZ Country.