

[Your Name]
[Your Address]
[City, Postcode]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name or Admissions Team]
[Graduate Recruitment Department]
[Company Name]
[Company Address]

Subject: Document Submission for [Year] Graduate Recruitment Scheme - [Your Application ID]

Dear [Recipient Name or Graduate Recruitment Team],

I am writing regarding my registration for the [Year] Graduate Recruitment Scheme. As per the application requirements, I am submitting the necessary documentation to complete my registration process.

Please find attached the following documents for your review:

- Certified copy of my University Degree Certificate / Final Transcript
- Proof of Identity (Passport / National ID)
- Updated Curriculum Vitae (CV)
- [Additional Document Name, e.g., English Proficiency Results]
- [Additional Document Name, e.g., Reference Letters]

I would appreciate it if you could confirm receipt of these documents and let me know if any further information is required to finalize my registration. I look forward to the next steps of the recruitment process.

Thank you for your time and assistance.

Yours sincerely,

[Your Signature]

[Your Printed Name]