**APPENDIX B – LETTER OF transmittal TO the President of the Senate – out of sitting only**

[date]

Senator the Hon [name]

President of the Senate

Parliament House

CANBERRA ACT 2600

Dear President

Pursuant to standing order 166, relating to the presentation of documents when the Senate is not sitting, I present to you [insert details of document].

Yours sincerely

[signature block of Minister/Assistant Minister]