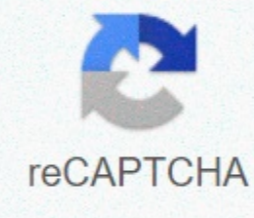




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## Please find attached report

Closed. This question is off-topic. It is not currently accepting answers. Want to improve this question? Update the question so it's on-topic for English Language & Usage Stack Exchange. Closed 7 months ago. When we send professional email with attachments. Which one is correct? please find the attached file or please find attached the file Or, is there any other sentence structure more suitable than above options. 5 Sorry, we are not able to determine which form is most popular on the web.Ask our editor nowplease find attached the updated reportSome examples from the web:Feb 14, 2016 ... Please find attached the updated report for your review and further comment. I will follow up with the updated presentation in the course of the ...please find attached an updated reportSome examples from the web:Jul 2, 2013 ... Subject: RE: ComEd update. Tom., Please find attached an updated report with additional notes added regarding redispach. Aaron ... Jonathan from California wrote to me last week asking and then answering his own question. I like it when readers are so efficient! Here is what Jonathan grappled with: Today I was looking for an answer to my question about the correctness of the term "please see attached," but I could not find a post about it. So I am writing to ask you, but in thinking about it a little more, I think I know the answer. Even though people use the term all the time (at least in my industry), it is an incomplete sentence and should be avoided. It takes a few seconds longer to type out "please see the attached document (or spreadsheet, proposal, etc.)", but it is the right thing to do. I agree, Jonathan. "Please see attached" sounds incomplete. To people who send nonstop text messages or emails, the phrase probably seems efficient. But I suggest boosting efficiency with more energetic, focused sentence starters such as: The attached diagram shows ... The attached spreadsheet contains ... When you review the attached proposal, you will notice ... As promised, I have attached a revised ... Please let me know if the attached draft ... "Please see attached" is simply too dull--and it's inaccurate. We don't want our readers to "see" the attachment. (I "see" a pile of papers on my desk, but my next step is to hide it in a file drawer.) We want our readers to review, improve, approve, save, forward, or recommend it--not "see" it. We also don't want them to find it. (It's not lost or hidden, is it?) So "Please find attached" is no improvement. Are people at your organization, like Jonathan's, attached to "Please see attached"? Perhaps you can ask them to please see consider this blog post. LynnVisit my website at www.syntaxtraining.com. please find attached a document containing Traducción en tiempo real al escribir Calidad de primer orden a nivel mundial Traducción de documentos con tan solo "arrastrar y soltar" Traducir ahora please find attached the report Translate as you type World-leading quality Drag and drop documents Translate now 30-Jul-2013, 18:01 #1 Hi, I want to know which one is right. 'Please find the attached file or please find attached the file'. One of my trainers said that please find attached the file is absolutely right. But in my opinion 'Please find the attached file'. Kindly advise which one is correct and why? Regards 30-Jul-2013, 18:22 #2 Originally Posted by chutzpah Hi, I want to know which one is right. 'Please find the attached file or please find attached the file'. One of my trainers said that please find attached the file is absolutely right. But in my opinion 'Please find the attached file'. Kindly advise which one is correct and why? Regards I say "please find the attached file/document". Pope of the Dictionary.com Forum 30-Jul-2013, 18:26 #3 Originally Posted by chutzpah Hi, I want to know which one is right. 'Please find the attached file or please find attached the file'. One of my trainers said that please find attached the file is absolutely right. But in my opinion 'Please find the attached file'. Kindly advise which one is correct and why? Regards I prefer and use "Please find the attached file" and I consider "find attached the file" to be an awkward phrase. 30-Jul-2013, 18:49 #4 You could say "Please find attached the file we spoke about earlier" for example. 30-Jul-2013, 18:56 #5 I think "Please find the attached file" rather odd. You might ask someone to read, peruse, save, edit or even delete "the attached file". However, in BrE at least, "Please find attached ..." is frequently the beginning of such a sentence. It would then go on to say what is attached. Please find attached two copies of my CV. Please find attached the file we spoke about yesterday. Please find attached the photograph I mentioned in my last email. Remember - if you don't use correct capitalisation, punctuation and spacing, anything you write will be incorrect. please find attached report for your perusal. please find attached report for your reference. please find attached report as requested. please find attached report for your review. please find attached report email. please find attached report for your information. please find attached report for your. please find attached report for your kind attention

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