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In professional communication, clarity and professionalism are key. When sending an email or document, especially in a business setting, it's essential to politely reference any attachments you've included. However, the phrase "Please see attached" can get repetitive, and diversifying your wording can improve the readability and tone of your messages. Below, we'll explore 23 ways to say "Please see attached" in a professional context, providing best practices and 23 alternative ways to say "Please see attached" professionally. Please Find the Attached See Attached Please See Attached Please See Attached You Will Find Enclosed Please Find For Your Convenience, I've Attached Attached Herewith The Document You Requested Is Attached Kindly Refer to the Attached Document The Attached Document Outlines Attached for Your Review Attached Herein Please See the Documentation Attached For Further Details. Use Attached Kindly Review the Attached I've Included You'll Find the Attachment Attached. Please Find As Requested, I Have Attached Please Refer to the Attached The Attached File Contains Attached for Your Reference For Your Review, I've Attached Related: 22 Ways to Say "Thanks for Having Me" Best Use: This is a formal and commonly used phrase in business communication. It works well when sending important documents, such as contracts, proposals, or legal paperwork. Example: "Dear Ms. Evans, Please find the attached proposal for your review. If you have any questions or need further information, feel free to reach out. Best regards, John." Scenario: Sending a proposal to a client. Best Use: Short, straightforward, and professional. Ideal for when you're communicating informally but still want to maintain professionalism. Example: "Hi Laura, See attached for the latest report. Let me know if you need any changes. Thanks, Tom." Scenario: Sharing a quick report or document with a colleague. Best Use: This is a polite and simple phrase commonly used in both formal and informal contexts. It's clear, concise, and professional. Example: "Dear Mr. Johnson, Please see attached for the updated project timeline. I hope it meets your expectations. Best regards, Sarah." Scenario: Sending an updated timeline or document after feedback. Best Use: Suitable for when you want to sound professional, but also more conversational. It is often used in client communications or internal emails. Example: "Hi Peter, Attached you will find the financial breakdown for this quarter. Let me know if you need further details. Best, Emily." Scenario: Sending a financial breakdown or report to a team member. Best Use: Typically used in formal, written correspondence, such as letters or legal documents. It adds a touch of elegance and professionalism. Example: "Dear Dr. Smith, Enclosed please find the contract for your signature. Kindly review the attached and let us know if there are any issues. Sincerely, Mark." Scenario: Sending a legal document or contract to a client. Best Use: This phrase is polite and customer-centric, indicating that you're trying to make things easier for the recipient. It's perfect when you're handling customer service or client-related queries. Example: "Dear Ms. Carter, For your convenience, I've attached the latest user guide. Kindly refer to section 4 for troubleshooting tips. Best regards, Rachel." Scenario: Sending a user guide to a customer. Best Use: A highly formal phrase, often used in legal or contractual documents. This phrase is appropriate when communicating in very formal settings, such as between lawyers or with government agencies. Example: "Dear Mr. Lewis, Attached herewith is the finalized agreement for your records. Please see the documentation and revert with any feedback. Regards, Michael." Scenario: Sharing a finalized agreement or contract. Best Use: Use this phrase when you're responding to a specific request for a document. It's polite and indicates that you're fulfilling the recipient's request. Example: "Hi David, The document you requested is attached. Please see attached and let me know if you need anything else. Best regards, Sandra." Scenario: Responding to a document request from a colleague or client. Best Use: This phrase works well when you want the recipient to focus on specific information in the attachment. It's polite yet direct. Example: "Dear Mr. Green, Kindly refer to the attached document for a detailed breakdown of the project costs. Feel free to reach out if anything is unclear. Sincerely, Lily." Scenario: Sending a cost breakdown or any other detailed document that needs review. Best Use: This is a great phrase when the document contains detailed or outlined information. It's particularly useful for proposals, reports, or project summaries. Example: "Dear Mrs. Brown, The attached document outlines the key deliverables for the upcoming project. Please review and confirm if everything is in order. Best, Alex." Scenario: Sending a project deliverables document to a client or supervisor. Best Use: A direct yet polite way to ask someone to review a document. It shows a balance of professionalism and clarity. Example: "Hi Jenny, Attached for your review is the updated marketing plan. Let me know your thoughts. Thanks, Chris." Scenario: Sending an updated marketing plan to a colleague for feedback. Best Use: This formal phrase is suitable for official or formal communications where the attachment is crucial to the conversation. Example: "Dear Ms. Miller, Attached herewith is the final version of the contract. Please see attached for your approval. Best regards, James." Scenario: Sending a final contract to a client. Best Use: Use this phrase when you're referencing a detailed or lengthy document that needs careful review. It's professional and clear. Example: "Dear Mr. Watson, Please see the documentation attached for the full project scope. Let me know if you have any questions. Kind regards, Helen." Scenario: Sending a detailed project scope document. Best Use: This is a helpful phrase when you're providing a brief overview in the body of the email and directing the recipient to the attachment for further information. Example: "Hi Mike, I've summarized the key points below. For further details, see attached. Best, Olivia." Scenario: Sending a summary email with further details in the attachment. Best Use: This phrase is polite and directs the recipient to review the attachment without sounding too forceful. It's great for documents that require feedback or approval. Example: "Dear Mr. Johnson, Kindly review the attached draft of the proposal. Let me know if any revisions are required. Sincerely, Emma." Scenario: Sending a draft proposal for feedback or approval. Best Use: This is a more casual and conversational approach, suitable for colleagues or clients with whom you have a closer, more informal relationship. Example: "Hey Sarah, I've included the meeting notes from last week's discussion. Feel free to reach out if anything needs clarification. Best, David." Scenario: Sharing meeting notes or internal documents with colleagues. Best Use: Use this phrase when you want to maintain a professional tone while keeping your message short and concise. Example: "Dear Mr. Adams, You'll find the attachment with the latest sales data for your review. Let me know if any further adjustments are needed. Best regards, Karen." Scenario: Sending sales data or updates to a manager or client. Best Use: This is another formal option suitable for official documents like contracts, agreements, or financial reports. Example: "Dear Mrs. Parker, Attached, please find the financial summary for the third quarter. I look forward to your feedback. Sincerely, Rob." Scenario: Sharing a financial report with stakeholders or management. Best Use: Use this when responding to a direct request for a document or file. It shows that you're fulfilling a specific request in a professional manner. Example: "Hi James, As requested, I have attached the signed agreement for your records. Please let me know if anything else is needed. Best regards, Sophie." Scenario: Sending documents or files that have been requested in a previous conversation. Best Use: This phrase is ideal for pointing out specific details in the attachment. It's polite and invites the recipient to review the document thoroughly. Example: "Dear Mr. Collins, Please refer to the attached for a detailed breakdown of the event schedule. I hope it meets your expectations. Best, Maria." Scenario: Sending an event schedule or project timeline. Best Use: This phrase is perfect when you want to briefly explain the content of the attachment. It adds a helpful context for the recipient. Example: "Dear Susan, The attached file contains the final product specifications for your review. Please let me know if you need further adjustments. Best regards, Leo." Scenario: Sharing product specifications with a client or vendor. Best Use: Use this phrase when you're sending a document that's intended to provide supporting information or context. Example: "Hi Emma, Attached for your reference is the previous version of the marketing plan. This might be useful for comparison with the new draft. Best, Josh." Scenario: Sending previous versions of a document for reference. Best Use: Ideal for when you expect feedback or approval from the recipient. This phrase emphasizes that the document is provided for their review. Example: "Dear Mr. Baker, For your review, I've attached the proposed changes to the project scope. Kindly let me know your thoughts. Best regards, Claire." Scenario: Sending a revised project scope for approval or feedback. Use these phrases when sharing important documents, files, or attachments in emails or professional correspondence. Select the appropriate phrase based on the level of formality, relationship with the recipient, and context of the communication. Whether you're sending reports, contracts, or proposals, varying your language enhances clarity and maintains professionalism. Yes, it is professional to say "Please see attached" in most business and formal communications. This phrase is widely accepted and understood by recipients, ensuring a clear and polite way to direct attention to the attachment. However, to avoid repetition and enhance your email's tone, consider using alternatives based on the context and relationship with the recipient. Varying your language can show attention to detail and ensure your messages remain engaging and professional. It's important to choose the right level of formality for your audience. What is another way to say "please see attached"? You can say "Attached for your review" or "Enclosed please find" as professional alternatives to "please see attached." What can I use instead of please find attached? Use "The document you requested is attached" or "Attached herewith" for a more polished alternative to "please find attached." How do you say "please find attached professionally"? You can say "Attached herein is the report" or "For your review, I've attached the document" to sound more professional. How do I say "please see attachments" in an email? You can say "Please refer to the attached documents" or "Attached, you will find the files requested" for a formal tone. In conclusion, using varied phrases to reference attachments in emails is crucial for maintaining professionalism and engagement. Whether you're communicating with clients, colleagues, or management, selecting the appropriate phrase based on the context and relationship ensures your message is clear and polite. By incorporating different expressions like "Attached for your review" or "Enclosed please find," you enhance the tone of your communication while avoiding repetition. Ultimately, adapting your language helps you present yourself as thoughtful and professional, making your emails more effective. William Henry is a writer for Grammar Max, a blog that focuses on synonyms and phrases. He loves exploring the quirks of the English language and enjoys helping readers improve their vocabulary. William's articles are easy to read, fun, and full of useful tips for anyone looking to better understand and use English. Whether you're a student, a professional, or just someone who loves learning about words and their meanings, William's content is for you! Lowest prices guaranteed! Lowest prices guaranteed! When emailing documents to someone, it's always polite to include an attachment. But what do if you don't have a file name? That's where the phrase "please find attached" comes in handy. It lets the recipient know that there's an attachment waiting for them, without giving away any details about its contents. In this article, we will be exploring 10 professional ways to say "please find attached" in your emails. We will also be looking at some sample emails that include the phrase. These are 10 Professional Ways to Say "Please find attached" in an Email: 1) For your convenience, we have attached a copy of our proposal we discussed earlier. 1. I hope it's what you had in mind and I look forward to hearing from you soon. Kind regards, (YOUR NAME) EXAMPLE 2H (NAME), I hope you are well, attached please find the information you requested. If you have any other questions please contact me anytime. Sincerely, (YOUR NAME) EXAMPLE 3H (NAME). Could you please fill out the attached file? We're looking forward to your input and thank you in advance for taking the time. Regards, (YOUR NAME) EXAMPLE 4H (NAME). Please find attached a link to the presentation you requested. If you have any feedback or questions, please don't hesitate to reach out. Sincerely, (YOUR NAME) EXAMPLE 5H (NAME). I'm sorry to hear that you're having trouble with the document. I've attached a new version for you. If you have any questions, we're here to help. Best, (YOUR NAME) EXAMPLE 6Dear (NAME) We hope you're enjoying the day so far. Please find attached our (PRODUCT NAME) documentation for your viewing. Please let us know if you have any questions or feedback. We'll be here to help soon! Thank you, (YOUR NAME) EXAMPLE 7 Good afternoon (SURNAME), Attached please find your documents. As discussed, please review these documents and send any feedback to my email. Thank you, (YOUR NAME) EXAMPLE 8Dear (NAME), I hope you are doing well! I am attaching a recent report that we have been working on. This report will be a great resource for you, as I am sure you are interested in the most up-to-date information on this topic. It will have all the key points and content, along with a few of our own suggestions to help you grow your business. Feel free to reach out if you have any questions! Sincerely, (YOUR NAME) EXAMPLE 9Good morning, I'm sending you this email to let you know that your application has been accepted for (PRODUCT) and that we're looking forward to getting started. Please find attached the terms and conditions for the product as well as our privacy policy. If you have any questions, please feel free to reach out to our team by replying to this email. Thanks, (YOUR NAME) EXAMPLE 10Dear Sir or Madam, We've been talking to your business partner and they mentioned that you were looking for some files. Please find attached. Please let me know if there's anything else I can help with. Sincerely, (YOUR NAME) Subject Lines For Email When You Attach a File1) Subject: Here are the documents2) Subject: Document Attached3) Subject: Submission4) Subject: Requested Document5) I've got the document for you6) Here's the document for [PROJECT NAME]7) Attached is the document you requested8) More Sample Emails For Sending DocumentsFREE DOWNLOADFacebookYouTubeInstagramPinterestThe electronic mailing system has become one of the most favored communication channels for business correspondence within the last decade. It somehow bodes well because of the ease of the singular nature of the medium. Let alone require high transaction fees. And it meanwhile provides an avenue for attaching, tracking, and keeping piles of information with remarkable convenience. Our post today caters to one of the most widely recognized message prompts used in e-mail: "Please see attached when using "please see attached," we typically need additional information after the last word to eliminate any obscurities and chances of misinformation. However, we can conveniently stop at "attached" when the sole purpose of the e-mail is to send the attachment, as well as when the recipient already expects what's coming. The recipient would already know what's coming when you have stated the background details either in the previous e-mail, verbal conversation, or within the body of the email message to be sent. In most cases, though, the default decision is to add further information for clarity and proper guidance. We can use "please see attached (...)" when sending one or more files to the recipient, as long as we apply the singularization and pluralization rules properly. This is an essential grammatical guideline that we have to be keen on because missing out on this rule could make the reader get caught in the weeds, wondering about how many attachments are included. Example: Let's just say you want to send an expense report already elaborated and discussed with the recipient previously. You can simply state the following: "Please see attached expense report." Please see attached file Another structure that we can use is "please see attached file," which is best preceded by background details in order to be fully understood. Here, the singular term "file" is being used, so we had better be careful not to refer to more than one attachment. If you accidentally add the letter "s" when you're only referring to one file, the reader can be led astray, thinking that some data are missing. Example: For instance, you want to send your expense report to your department head for your recent business trip. Here's how you can use "please see attached file." This is the expense report for the conference I attended in Albuquerque, New Mexico from Thu, May 20, 2021 - Sun, May 23, 2021. Please see attached file. In the e-mail message above, it is apparent that only one document is being referred to by the sender. We can confirm this by looking at the singular noun "file" that comes afterward. Example: For instance, you can use this expression when you want to indicate in your email that you have attached one audio file that should be transcribed by the recipient. "I have already converted and compressed the audio for your transcription. Please find the attached file." You may indicate a bossier attitude, so it is less likely used in situations where a subordinate sends the e-mail to a superior. But, this prompt actually works well in situations where attachments could not be easily found because of the e-mail interface or how the informational tools are structured and displayed on the screen. The noun form of "attached" is "attachment," and thus, we can also say "please find the attachment," which denotes a similar meaning. Take note of the use of the definite article "the" which contains a particularizing function and the singularity of the word "attachment." Hence, one file should be referred to when using this verbage. Example: You might want to send some notes of your monthly meeting to your close colleague who wasn't able to attend it for some reason. "Jill, here's what we discussed yesterday. Hope it helps. Please find the attachment." Please see the attached file Perhaps you want to sound more polite and less domineering because you're relatively new in the company you're working for. You can shift the connotation of your message by using "see" instead, which is quite useful if you want to be perceived as the "accommodating" type of employee. Again, the use of a definite article here signals the necessity of particularizing or specifying the content of the attachment, as well as the singular form "file." Example: Let's say you want to share the graph of your monthly sales report with your colleague for reference. Here's how you can use "please see the attached file." "I also have a summary graph of the overall monthly sales report that could help you see the bigger picture. Please see the attached file." Attached please find Another expression used quite often in less formal correspondence is "attached please find," which is generally frowned upon by devotees of formal language. Although it is always ideal to speak or write in the most formal way possible at all times, this may be challenging in real-life situations when you're being chased by time. If you are in a hurry and as long as you're communicating with someone within the same level of position or at least anyone who won't feel offended with shortened messages, you may conveniently use "attached please find." Of course, you want to avoid using this tonality when you're doing your initial correspondence with a prospective client who is a reputable lawyer or CEO. Example: You're about to attend a meeting, and your co-worker who sits one desk away verbally asks you to resend a copy of a cover letter template for personal reference. Most of the time, this situation would not even entail any other background information, so using "attached please find" would even come across as a rather polite act. "Attached please find." That's it. No need for wordiness nor highfalutin words. Set attached Another expression that is even less formal than the previous one is structured as shortly as "see attached." Example: In the hallway, you bumped into your best friend, who also works for the same company, is asking for the URL of another person's LinkedIn profile. Using "see attached" only should suffice in this kind of situation. "See attached." Please find the attached "Please find the attached" is something that requires further information to make sense, particularly a noun or noun phrase positioned after "attached." Whatever the attachment is, it is most ideal to specify its name in the e-mail message for easier and clearer referencing, e.g., the attached video, the attached table, or the attached link. But then again, if the overall context allows you to conveniently drop the succeeding information, please feel free to do so. Example: Now, you maybe want to send an instructional video attachment to your colleague who is on a business trip. "Fiona, I have tried my best to explain and demonstrate how to automate sending connection notes through our CRM software tool. Hope this helps. Please find the attached video." Please check the attachment If you simply want to prompt your reader to read through an announcement or any piece of relevant information embedded in the attachment, using "please check the attachment" works well. In particular, this is applicable when giving informational updates on sending out the posters to business associates. The main goal of the writer in these cases is simply to inform the recipient of the content of the attachment rather than prompt a message response. Example: The details of the upcoming webinar are now available for your reference. Please check the attachment." Please see the attached document When sending out text-based files for informative and non-essential purposes, we can use the term "document" instead. Here, you do not want to attach a video nor an audio file because "document" at least in the realm of computer language, refers to an electronic copy of a text-based file that should contain readable written language. Example: You probably want to share a product manual with your customer who needs detailed assistance with a certain technical issue. "Hi, Grace! Thanks for seeking assistance. To troubleshoot, you can simply click 'Reset device' which you can find in your 'Settings' menu. In case you need more detailed instructions, kindly go to page 54, section 4B in your user guide, which you can also find in this e-mail. To check the user manual, please see the attached document." Kindly find the attached file As it is common and natural for some websites to be glitchy at times, then it could also be hard to see the attachment right away in such cases. If you are aware that this could happen quite frequently to the e-mail tool you're using, then you can replace "see" with "find." This means that you can use "kindly find the attached file" instead, in which the formality level of "please" meanwhile increases by replacing it with "kindly." Apparently, you want to appease the reader ahead for the inconvenience he or she might experience when using the e-mail system, especially if you are aware that the person may not be much of a technophile. Example: Let's just say that your client did not find your instructional video on "how to use the advanced search tool" that helpful, so you may have to send the SOPs instead. "Thank you for reaching out again, Mr. Johnson. I'm hoping that these SOPs will help you understand the process better. Kindly find the attached file for detailed instructions on using the advanced search tool." Please see the attached file for your review In cases where you want any initial work file to be reviewed by someone, you can simply add "for your review" to "please see attached" or "please find attached." This may happen, for example, when it's your first time doing a task or when the file contains some sensitive information such as financial data. Example: I've attached the content of the report for your review. I suggest an in-depth overview because of any missing and, thus, it can be generally viewed as a positive work output. Please see the attached file for your first compensation and benefits report as an HR personnel, so you want your direct superior to have a look at your work." The compensation and benefits report for the month of May is done, sir. Please see the attached file for your review." Please see attached file as requested This phrase may also use "please see attached file as requested" specifically if someone asks you to give him or her a copy of any file of possession or at least you have access to. When you do not have a copy of the file being requested for, but you know where or from whom to obtain it, it is unprofessional not to provide the request or endorse it properly. Especially if the request comes from a valued client, and as long as you know that the file being asked for is non-confidential, it is part of your responsibilities to provide as such. Example: Let's say your client is in need of a soft copy of the poster that you designed and created for them a month ago because they've lost their file. Indubitably, retrieving the file, even if it's not in your possession isn't rocket science. "Here's a copy of the Breaking Barriers event poster. Please see attached file as requested." Please refer to the attachment Finally, we may also use the verb "refer" instead of "see" or "find." "To refer" means to direct the attention to a source in this context. So, "please refer to the attachment" is closer to "please see the attachment" compared to "please find the attachment." Example: An employee from a subsidiary company is asking for a copy of the training module that was used in a training program organized by your department which they participated in. "This email is in response to your request on the product knowledge training module. Please refer to the attachment." Please find the attached file for your reference When something is said to be "for someone's reference," it means that the attachment serves as a source of information for the receiver. The receiver may have previously requested this information, or the sender simply wants to show it as an update or announcement. Formal and grammatically correct, you can use "please find attached" or "please see attached" as well. Example: I've attached the details of the upcoming webinar are now available for your reference. Please find the attached file for your reference." Please see the attached document When sending out text-based files for informative and non-essential purposes, we can use the term "document" instead. Here, you do not want to attach a video nor an audio file because "document" at least in the realm of computer language, refers to an electronic copy of a text-based file that should contain readable written language. Example: You probably want to share a product manual with your customer who needs detailed assistance with a certain technical issue. "Hi, Grace! Thanks for seeking assistance. To troubleshoot, you can simply click 'Reset device' which you can find in your 'Settings' menu. In case you need more detailed instructions, kindly go to page 54, section 4B in your user guide, which you can also find in this e-mail. To check the user manual, please see the attached document." Kindly find the attached file As it is common and natural for some websites to be glitchy at times, then it could also be hard to see the attachment right away in such cases. If you are aware that this could happen quite frequently to the e-mail tool you're using, then you can replace "see" with "find." This means that you can use "kindly find the attached file" instead, in which the formality level of "please" meanwhile increases by replacing it with "kindly." Apparently, you want to appease the reader ahead for the inconvenience he or she might experience when using the e-mail system, especially if you are aware that the person may not be much of a technophile. Example: Let's just say that your client did not find your instructional video on "how to use the advanced search tool" that helpful, so you may have to send the SOPs instead. "Thank you for reaching out again, Mr. Johnson. I'm hoping that these SOPs will help you understand the process better. Kindly find the attached file for detailed instructions on using the advanced search tool." Please see the attached file for your review In cases where you want any initial work file to be reviewed by someone, you can simply add "for your review" to "please see attached" or "please find attached." This may happen, for example, when it's your first time doing a task or when the file contains some sensitive information such as financial data. Example: I've attached the content of the report for your review. I suggest an in-depth overview because of any missing and, thus, it can be generally viewed as a positive work output. Please see the attached file for your first compensation and benefits report as an HR personnel, so you want your direct superior to have a look at your work." The compensation and benefits report for the month of May is done, sir. Please see the attached file for your review." Please see attached file as requested This phrase may also use "please see attached file as requested" specifically if someone asks you to give him or her a copy of any file of possession or at least you have access to. When you do not have a copy of the file being requested for, but you know where or from whom to obtain it, it is unprofessional not to provide the request or endorse it properly. Especially if the request comes from a valued client, and as long as you know that the file being asked for is non-confidential, it is part of your responsibilities to provide as such. Example: Let's say your client is in need of a soft copy of the poster that you designed and created for them a month ago because they've lost their file. Indubitably, retrieving the file, even if it's not in your possession isn't rocket science. "Here's a copy of the Breaking Barriers event poster. Please see attached file as requested." Please refer to the attachment Finally, we may also use the verb "refer" instead of "see" or "find." "To refer" means to direct the attention to a source in this context. So, "please refer to the attachment" is closer to "please see the attachment" compared to "please find the attachment." Example: An employee from a subsidiary company is asking for a copy of the training module that was used in a training program organized by your department which they participated in. "This email is in response to your request on the product knowledge training module. Please refer to the attachment." Please find the attached file for your reference When something is said to be "for someone's reference," it means that the attachment serves as a source of information for the receiver. The receiver may have previously requested this information, or the sender simply wants to show it as an update or announcement. 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In case you need more detailed instructions, kindly go to page 54, section 4B in your user guide, which you can also find in this e-mail. To check the user manual, please see the attached document." Kindly find the attached file As it is common and natural for some websites to be glitchy at times, then it could also be hard to see the attachment right away in such cases. If you are aware that this could happen quite frequently to the e-mail tool you're using, then you can replace "see" with "find." This means that you can use "kindly find the attached file" instead, in which the formality level of "please" meanwhile increases by replacing it with "kindly." Apparently, you want to appease the reader ahead for the inconvenience he or she might experience when using the e-mail system, especially if you are aware that the person may not be much of a technophile. 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Please see the attached file for your first compensation and benefits report as an HR personnel, so you want your direct superior to have a look at your work." The compensation and benefits report for the month of May is done, sir. Please see the attached file for your review." Please see attached file as requested This phrase may also use "please see attached file as requested" specifically if someone asks you to give him or her a copy of any file of possession or at least you have access to. When you do not have a copy of the file being requested for, but you know where or from whom to obtain it, it is unprofessional not to provide the request or endorse it properly. Especially if the request comes from a valued client, and as long as you know that the file being asked for is non-confidential, it is part of your responsibilities to provide as such. Example: Let's say your client is in need of a soft copy of the poster that you designed and created for them a month ago because they've lost their file. Indubitably, retrieving the file, even if it's not in your possession isn't rocket science. "Here's a copy of the Breaking Barriers event poster. Please see attached file as requested." Please refer to the attachment Finally, we may also use the verb "refer" instead of "see" or "find." "To refer" means to direct the attention to a source in this context. So, "please refer to the attachment" is closer to "please see the attachment" compared to "please find the attachment." Example: An employee from a subsidiary company is asking for a copy of the training module that was used in a training program organized by your department which they participated in. "This email is in response to your request on the product knowledge training module. Please refer to the attachment." 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