

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Department Name]
[Institution's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Submission of B.Tech Project Report

I am writing to formally submit my B.Tech project titled "[Project Title]" as part of the requirements for the completion of my degree in [Your Branch/Field of Study]. The project was conducted under the supervision of [Supervisor's Name] and encompasses my research and findings over the course of [Duration of the Project].

[Brief description of the project, objectives, and significance of the work done].

I have attached the final project report along with any necessary documentation. I hope this project meets the expectations set forth by the department and contributes to the ongoing academic discourse.

Thank you for your guidance and support throughout this project. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Roll Number/Student ID]
[Your Course and Year]