[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department/Organization Name]
[University/Institution Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Submission of BTech Academic Project
I hope this letter finds you in good health and spirits. I am writing to formally submit my BTech academic project titled "[Project Title]" as part of the requirements for the [specific program/department].
The project was conducted under the supervision of [Supervisor's Name] during the [academic year/semester], and it focuses on [briefly describe the project topic and its significance].
I have attached the project report along with any supplementary materials that illustrate the work done throughout the project. I would greatly appreciate your feedback and any guidance you may provide.
Thank you for your support and guidance throughout this process. I look forward to your valuable comments.
Sincerely,
[Your Signature (if submitting a hard copy)]
[Your Printed Name]
[Your Student ID (if applicable)]
[Your Program/Department]