[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Submission of BTech Thesis
I am writing to formally submit my Bachelor of Technology (BTech) thesis titled "[Thesis Title]" as part of the requirements for the completion of my degree in [Your Specialization].
The thesis examines [briefly describe the focus of your research and any significant findings]. I have adhered to all guidelines and deadlines set forth by the department for thesis submission.
Enclosed with this letter, you will find [list any appendices, forms, or additional documents included]. I look forward to your feedback and am available for any further discussion or clarification regarding my work.
Thank you for your support throughout this process.
Sincerely,
[Your Name]
[Your University Roll Number]
[Your Program/Faculty]
[Your University]