

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my [document type, e.g., 'proposal', 'report', 'application'] for the BWI [specific program or initiative, if applicable].

[Briefly introduce the purpose of the submission and any relevant background information.]

Attached to this letter, you will find the necessary documents, including [list any key documents included, e.g., 'the completed application form, supporting evidence, etc.'].

Please let me know if you require any further information or clarification regarding this submission. I appreciate your consideration and look forward to your response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Organization, if applicable]