

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my entry for the [Name of Academic Competition] scheduled for [Date of Competition]. As a [Your Current Level of Education, e.g., high school junior, undergraduate student] at [Your School/University Name], I am excited about the opportunity to participate in this prestigious event.

My entry focuses on [briefly describe the topic or project you are submitting], and I believe that my work aligns well with the theme of this year's competition, which is [Theme of the Competition]. I have put a considerable amount of research and effort into this project, and I am eager to share my findings and insights with other participants.

Attached to this letter, you will find my [list any documents you are including, such as project summary, proof of eligibility, etc.]. If you have any further questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my entry. I look forward to the possibility of competing and engaging with fellow scholars in [Name of Academic Competition].

Sincerely,

[Your Name]
[Your School/University Name]
[Your Grade or Year]