

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

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my final paper titled "[Title of Your Paper]" for consideration. The paper was completed as part of [Course/Program Name] under the supervision of [Instructor's Name].

Please find attached the completed version of my paper, which adheres to the guidelines provided. I have included all required materials and documentation, including [list any supplementary materials if applicable].

Thank you for your attention to my submission. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]