

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally present my final paper titled [Title of Your Paper], which fulfills the requirements for [Course Name or Program Name].
The paper explores [briefly summarize the focus and scope of your research]. I have attached the completed paper for your review.
Thank you for your guidance and support throughout this process. I look forward to your feedback.

Sincerely,
[Your Name]
[Student ID (if applicable)]
[Department Name]