

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally submit my final paper titled "[Title of Your Paper]" as part of [course name/requirement or context of the submission].

The paper explores [briefly describe the main theme or objective of your paper]. It is my hope that the findings discussed within will contribute to [mention any relevant field or topic significance].

I appreciate your guidance and support throughout this process. Please find the attached document for your review.

Thank you for considering my submission. I am looking forward to your feedback.

Sincerely,

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