

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Submission of [Title of the Submission]  
I am writing to formally submit [brief description of the submission,  
e.g., a research paper, project proposal, etc.].  
[Provide a brief overview of the submission, highlighting key points and  
any relevant background information.]  
Attached to this letter, you will find [list any documents you are  
including with your submission, e.g., the submission itself, CV, cover  
letter, etc.].  
Thank you for considering my submission. I look forward to your feedback.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]