

[Your Name]
[Your Roll Number]
[Your Program/Department]
[Your University/College Name]
[Your Contact Information]
[Date]

To,

The Head of Department

[Department Name]
[University/College Name]
[University Address]

Subject: Academic Submission of [Title of the Assignment/Project]

Respected Sir/Madam,

I am [Your Name], a student of [Your Program/Department] bearing roll number [Your Roll Number]. I am writing to formally submit my [assignment/project/report] titled "[Title of the Assignment/Project]" for [Course Name/Subject] as per the guidelines provided.

The completed work is attached herewith for your review. I have adhered to the specifications outlined and ensured that the content meets the academic standards.

Thank you for your guidance and support. I look forward to your feedback.

Yours sincerely,

[Your Signature (if submitting in hard copy)]

[Your Name]