

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Kerala Technological University]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal Submission for [Project/Research Title]

I am pleased to submit a proposal titled "[Project/Research Title]" for your consideration. Our project aims to [briefly outline the purpose or objectives of the project].

We believe that this initiative will contribute significantly to [mention the expected impact or benefit]. Enclosed with this letter are the detailed proposal document and necessary supporting materials for your review.

Thank you for considering our submission. We look forward to the opportunity to discuss this proposal further.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]