

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution's Name]
[Department/Office]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the submission of my Post Graduate Diploma in Management (PGDM) project, titled "[Project Title]," which I submitted on [Submission Date].

I would like to express my gratitude for the guidance and support provided by my faculty and peers throughout this journey.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Registration Number]
[Your Course/Program Name]