

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

[Recipient's Name]  
[Department Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Subject: Submission of SGPA for [Term/Semester]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my Semester Grade Point Average (SGPA) for the [Term/Semester] academic period.

**\*\*Details:\*\***

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program: [Your Program Name]
- SGPA: [Your SGPA]

Attached to this letter are the necessary documents and grade reports for your reference. Please let me know if any additional information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Department/Program]