

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Instructor's Name]  
[Course Name]  
[Institution Name]  
[Institution Address]

Dear [Instructor's Name],

I am writing to submit my assignment titled "[Assignment Title]." Please find it attached for your review.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Student ID]