

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

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

Dear [Instructor's Name],

I hope this letter finds you well.

I am writing to submit my assignment titled "[Title of Assignment]" for your review. Please find it attached to this letter. I have put considerable effort into this assignment and hope it meets the expectations outlined in the syllabus.

Thank you for your time and consideration. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]