

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

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

Dear [Instructor's Name],

I am writing to submit my assignment titled "[Title of Assignment]" for [Course Name]. Please find the attached document for your review.

I have adhered to the guidelines provided and am looking forward to your feedback. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]