

[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 am submitting my assignment titled "[Title of Assignment]" for your review. The assignment was completed as per the guidelines provided and is attached for your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Student ID (if applicable)]
[Course Name/Code]