

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

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

Dear [Instructor's Name],

I hope this message finds you well.

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

Thank you for your attention. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]