[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
To,
The [Title/Position]
Jawaharlal Nehru Technological University
[University Address]
[City, State, Zip Code]
Subject: Submission of Project Report
Dear [Title/Name of the Recipient],
I am writing to formally submit my project report titled "[Project Title]" as part of the requirements for [specify course or program] at Jawaharlal Nehru Technological University.
The project was conducted under the guidance of [Supervisor's Name] and aimed to [briefly describe the project objective].
I have enclosed the project report for your review. I hope it meets the expectations and guidelines set forth by the university.
Thank you for your support and guidance throughout this project. I look forward to your feedback.
Sincerely,
[Your Name]
[Your Student ID]
[Your Program/Department]