

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of [Title/Subject of Your Submission]

I hope this letter finds you well. I am writing to formally submit my work titled "[Title of Your Work]" for consideration under the [specific UGC program or guidelines].

[Briefly describe your work, its relevance, and any key points that support its submission.]

I have included all necessary documents and information as per the submission guidelines. Please find attached:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate the opportunity to contribute to [Organization/Program Name] and look forward to your feedback.

Thank you for considering my submission.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]