

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

[Recipient's Name]
[Recipient's Title]
[Department/Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my thesis entitled "[Thesis Title]" as part of the requirements for the degree of [Degree Name] in [Program Name] at [Institution Name].

The thesis has been completed under the supervision of [Advisor's Name] and has been reviewed by my committee members. It explores [briefly describe the main topic and contribution of the thesis].

Please find enclosed:

1. One printed copy of my thesis
2. [Any additional documents, such as a digital copy, forms, etc.]

I appreciate your time and consideration in reviewing my work. I look forward to your feedback.

Thank you for your support throughout my research process.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]