

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Contest Organizer's Name]  
[Contest Name]  
[Organizer's Address]  
[City, State, Zip Code]

Dear [Contest Organizer's Name],

I am writing to submit my entry for the [Contest Name] held on [Contest Date]. I am excited to share my [describe your entry briefly, e.g., "short story," "poem," "artwork"] titled "[Title of Your Entry]."

[Provide a brief background about your entry, inspiration, or any relevant details.]

I hope that my [entry type] resonates with the theme of [contest theme] and meets the expectations of the judges.

Thank you for considering my submission. I look forward to the opportunity to participate in this contest.

Sincerely,

[Your Name]  
[Your Contact Information]