

[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 titled "[Title of Thesis]" as part of the requirements for the [Degree Name] in [Program Name] at [Institution Name].

My thesis explores [briefly describe the focus of your research], and it has been a significant part of my academic journey. The research contributions and findings are discussed in detail in the ensuing chapters.

Enclosed with this letter, you will find the following documents:

1. A printed copy of the thesis
2. An electronic copy of the thesis (in [specify format])
3. Any supplementary materials, if applicable (e.g., data sets, additional figures)

I would like to express my gratitude to my advisor, [Advisor's Name], and all committee members for their invaluable support and guidance throughout my research.

Please let me know if you require any further information or documentation regarding my submission.

Thank you for your consideration.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]