

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Faculty Name]
Zhejiang University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of Thesis

I am writing to formally submit my thesis titled "[Thesis Title]" in fulfillment of the requirements for the [Degree Name, e.g., Master's/Ph.D.] in [Program Name] at Zhejiang University.

The thesis is attached for your review. It encompasses my research conducted under the supervision of [Supervisor's Name], and I believe it addresses the objectives set forth by the department.

I appreciate your consideration of my work and look forward to your feedback. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,
[Your Name]
[Student ID]