

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

[Recipient Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Thesis Proposal Submission

I am writing to formally propose my thesis project titled "[Thesis Title]." This research aims to [briefly explain the purpose and significance of your research].

The main objectives of my study are:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I plan to utilize [briefly describe the methodology or approach]. The anticipated outcomes of this research include [mention expected results or contributions].

I kindly request your approval to proceed with this thesis proposal. I believe that with your guidance and support, I can achieve meaningful results in this area of study.

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Student ID] (if applicable)
[Degree Program]
[University Name]