

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

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

Dear [Recipient Name],

I am writing to formally submit my thesis titled "[Thesis Title]" in fulfillment of the requirements for the degree of [Degree Name] in the [Department Name] at the University of Alberta.

Please find attached the following documents:

1. Thesis manuscript
2. Thesis submission form
3. Any additional required documents

I have adhered to all submission guidelines outlined by the Graduate Studies Office, and the thesis has been formatted according to the required standards.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your assistance throughout my graduate studies.

Sincerely,
[Your Name]
[Student ID]