

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

Dear [Recipient's Name],

Subject: Research Proposal Submission

I am writing to formally submit my research proposal titled "[Title of Your Research Project]" for consideration.

[Briefly introduce yourself and your academic background]

The primary objective of my research is to [state the main aim of your research]. This study aims to [describe the purpose, significance, and expected outcomes briefly].

[Provide an overview of the methodology you plan to use]

I believe this research is significant because [explain the importance and potential impact of your research].

I am seeking your support and guidance for this proposal as I believe it aligns with the interests of [mention relevant department/faculty interests or goals].

Thank you for considering my proposal. I look forward to the opportunity to discuss it further with you.

Sincerely,

[Your Name]

[Your Student ID]