

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally submit my thesis titled "[Thesis Title]" as part of the requirements for the completion of my Master's/Ph.D. degree in [Program Name] at [University Name]. This thesis presents my research findings on [briefly describe the focus of your thesis, e.g., the design and implementation of a VLSI circuit for...].

The thesis consists of [number of chapters] chapters, along with supplementary materials including [list any appendices, datasets, or other documentation if applicable]. I have adhered to the university guidelines for formatting and citation, and I have included all necessary documentation for the review process.

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

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]