

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

[Instructor's Name]  
[Course Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Instructor's Name],

I am writing to submit my essay titled "[Title of Your Essay]" for  
[Course Name] due on [Due Date].

[Brief introduction of the essay's topic and purpose.]

I hope you find my arguments and analysis compelling and insightful.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID]