

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

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief Description of the Essay Topic]

I hope this letter finds you well. I am writing to submit my critical essay titled "[Title of Essay]" for your consideration. In this essay, I explore [brief overview of the main argument or thesis].

The essay is structured as follows:

1. Introduction: [Brief description of the introduction and thesis statement]

2. Body Paragraphs:

- [Main Point 1: Description]
- [Main Point 2: Description]
- [Main Point 3: Description]

3. Conclusion: [Summary of findings and significance]

I believe this essay contributes to a deeper understanding of [subject matter] by [how it adds to existing knowledge, challenges a viewpoint, etc.].

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

Sincerely,

[Your Handwritten Signature (if sending a hard copy)]

[Your Typed Name]