

[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],

I hope this letter finds you well. I am writing to formally submit my essay titled "[Title of Essay]" for your consideration.

[Briefly introduce the essay, its purpose, and any relevant details or context.]

I have attached the essay document for your review. Please let me know if you require any further information or additional materials.

Thank you for your time and consideration. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]