

To

Dr. [Advisor's Name]
[Department Name]
[University Name]
[University Address]

Subject: Submission of Final Report for Academic Project

Dear Dr. [Advisor's Name],

I hope this message finds you well. I am writing to formally submit my final report for the academic project titled "[Project Title]." This project was conducted as a part of my [degree program] requirement during the [semester/academic year].

The report is attached to this email for your review. It encompasses the objectives, methodology, findings, and conclusions drawn from my research. I have also included any relevant appendices that further illustrate my work.

Thank you for your guidance and support throughout this project. Your insights have been invaluable, and I appreciate the time you have dedicated to advising me.

I look forward to your feedback.

Sincerely,
[Your Name]
[Your Student ID]
[Your Program]
[Your Contact Information]