

Design Project Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to submit my design project entitled "[Project Title]" for your review. This project was completed as part of [course, program, or purpose]. The objective of this project was to [briefly describe the objective].

The enclosed documents include my design portfolio, detailed project report, and any other pertinent materials. I believe the project showcases [highlight key achievements or innovations in the design].

I welcome the opportunity to discuss this project with you and receive your feedback. Thank you for considering my submission.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]