

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Committee Name]

[Committee Address]

[City, State, Zip Code]

Subject: Submission of Technical Report

Dear [Committee Chair's Name],

I am pleased to submit my technical report entitled "[**Title of the Report**]" for your review. This report provides a comprehensive analysis of [brief description of the content and purpose of the report].

The report consists of [number of pages] pages and is attached to this letter for your convenience. I hope the findings and recommendations outlined in this report will contribute to [intended outcome or purpose of the report].

Thank you for considering my submission. I look forward to your feedback and am available for any further discussions.

Sincerely,

[Your Name]

[Your Position/Title]