

# Formal Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Library/Institution's Name]

[Library/Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my research paper titled "[**Title of Your Research Paper**]" for your review.

This paper aims to explore [briefly describe the purpose and significance of your research]. I believe it will contribute to [mention any relevant field or community]. Attached with this letter are the research paper and any additional required documents.

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

Sincerely,

[Your Name]