

# Term Paper Final Submission Checklist

Date: [Insert Date]

Dear [Instructor's Name],

As I submit my final term paper, I have completed the following checklist to ensure all requirements are met:

- Title Page is included
- Abstract is provided
- Table of Contents is formatted
- Proper citations and references
- All sections are complete and formatted
- Proofread and edited for grammar and clarity
- Plagiarism check completed
- Submission in the required format (PDF, Word, etc.)

If there are any additional requirements or corrections needed, please feel free to reach out. Thank you for your guidance throughout this process.

Sincerely,

[Your Name]

[Your Course/Program]

[Your Student ID]