

Notice of Submission for Academic Competition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Submission for [Competition Name]

Dear [Recipient's Name],

I am writing to formally submit my entry for the [Competition Name] organized by [Organization/Institution Name]. Please find attached the required documents and materials as per the competition guidelines.

The details of my submission are as follows:

- Title of Submission: [Insert Title]
- Category: [Insert Category]
- Submitted by: [Your Name]
- Contact Information: [Your Email/Phone Number]

I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Institution/Organization]

[Your Position/Title]