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<Full Name of Sender(s)>

<Name of the Lab>

<Address>

<City, State, Zip code>

<Date>

<Name and Designation of Recipient(s)>

<Lab Name>

<Address>

<City, State, Zip code>

Dear <Names of Recipients>,

This letter is being written to you along with a copy of our project report titled <Name of the Project Report> as an enclosure. The aim of sending this letter is to request you to conduct a detailed analysis of the project report. We started this project on <Start Date> and it was ended on <End Date> in the <Laboratory Name>. Following are the sponsors of this project:

1. <Name and Designation of Sponsor1>
2. < Name and Designation of Sponsor2>
3. <Name and Designation of Sponsor3>

Personnel who assisted in the completion of this project are <Name 1, Designation> and <Name 2, Designation>.

Kindly go through the enclosed project report and discuss if you have any concerns regarding the same as soon as possible.

Sincerely,

<Sender Names>

<Project name>

Enclosure: Project Report