Michael Hardy,

10, N G Street,

New York-859746

USA.

Date-2/11/2011

To,

Head of Commerce Department,

Columbia University,

New York-569874

USA.

Dear Sir/Madam,

Ref- Project submission receipt no.123456, dated 2/5/2011.

I, Michael Hardy, Having Roll no.420, studying in second year of three years bachelor degree program, hereby would like to inform you that I have submitted my academic project which was subjected on Human Resource Development. But the matter of fact is that I have still not received the confirmation from the University for the same. Therefore, I am little bit scared whether my project has been accepted or not. Although, I was late by two days but I had informed the reason of late submission to the department.

I once again request you to kindly pay attention to my project and please convey me the confirmation of the acceptance of the project. I have followed all the instructions in the preparation of the project. However, if there is still anything lacking in my project because of which you are not issuing the confirmation then I am ready to make changes if allowed. It has been so long since the submission of project. I am so scared that I cannot focus on my study.

Please kindly inform me about the acceptance of the project as early as possible.

Thanking you,

Yours Truly,

Michael Hardy

(Roll no.420, second year in bachelor degree)