

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Office Name]
[University of Akron]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to [state the purpose of your letter, e.g., express my interest in a program, request information, etc.].

[First paragraph: Introduce yourself and provide context for your request or purpose].

[Second paragraph: Provide details or background information that supports your request or purpose].

[Third paragraph: Conclude your letter with a call to action or a summary of your request].

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]