

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
[Opening paragraph: Introduce yourself and state the purpose of the letter.]
[Middle paragraph(s): Provide necessary details, explanations, or arguments related to the purpose of your letter.]
[Closing paragraph: Summarize your points and state any actions you wish the recipient to take or any response you expect.]
Thank you for your attention to this matter. I look forward to your prompt response.
Yours sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]