

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this letter finds you well. My name is [Your Name], and I am a [your year, e.g., sophomore] majoring in [your major] at [your university]. I am writing to inquire about [specific topic or question you have].

[Briefly explain your reason for the inquiry and any relevant background information.]

I would greatly appreciate any guidance or insights you could provide regarding this matter. Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]