

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Introduction/Purpose of the Letter]  
[Body of the Letter: Discuss your academic background, relevant experiences, and specific achievements related to engineering. Mention any courses, projects, or internships that highlight your skills and interests in the field.]  
[Conclusion: Summarize your intent or request, and express gratitude for their consideration.]  
Sincerely,  
[Your Name]  
[Your Degree Program]  
[Your University]