

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department Name]
[University/Organization Name]
[Address]
[City, Postcode]
Dear [Recipient's Name],
[Opening Paragraph: State the purpose of the letter clearly and
concisely.]
[Body Paragraph(s): Provide supporting details, background information,
or arguments relevant to the purpose of the letter.]
[Closing Paragraph: Summarize your main points and include a call to
action or express your willingness to discuss further.]
Yours sincerely,
[Your Name]
[Your Position, if applicable]
[Your Department, if applicable]