

****GJO Letter Outline for Academic Requests****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****1. Introduction****

- Briefly introduce yourself.
- State your current academic status or position.

****2. Purpose of the Letter****

- Clearly articulate the request you are making.
- Explain why this request is important to you.

****3. Justification****

- Provide reasons supporting your request.
- Mention any relevant experiences, achievements, or circumstances.

****4. Specific Details****

- Include any necessary specifics, such as deadlines or important dates.
- Mention any attached documents if applicable.

****5. Conclusion****

- Express appreciation for considering your request.
- Offer to provide additional information if needed.

****6. Closing****

Sincerely,

[Your Name]

[Your Academic Program/Department]