

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
Grand Valley State University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit [specific document or application] for your review. I understand that this submission is part of [brief explanation of the context, e.g., an application process, course requirement, etc.].

Enclosed with this letter, you will find [list any documents you are including, such as a resume, forms, etc.]. I have ensured that all required information is accurate and complete as per the guidelines provided.

Thank you for considering my submission. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]