

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department or Office Name]
Grand Valley State University
[Campus Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph: Introduce the purpose of the letter.]
[Body paragraphs: Provide the necessary details, information, or
arguments relevant to your purpose.]
[Closing paragraph: Summarize your points and state any required actions
or responses.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Title or Position, if applicable]