

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [University Name]. I am writing to formally announce my candidacy for the position of [Position Title, e.g., Student Government President] in the upcoming HBCU student government elections.

As a dedicated member of our community, I have been actively involved in [mention any relevant activities, organizations, or initiatives]. Through these experiences, I have developed a strong understanding of student needs and a passion for advocating on behalf of my peers.

My platform is centered around [briefly outline your main campaign points or goals]. I believe that together, we can create a more inclusive and vibrant campus environment for all students.

I would be honored to serve as your [Position Title] and represent the voices of our student body. Thank you for considering my candidacy. I look forward to the opportunity to engage with my fellow students and work toward our shared goals.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Major/Department]