

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of the letter]  
[Body Paragraph 1: Provide relevant details or context]  
[Body Paragraph 2: Elaborate on your main points, include examples if  
necessary]  
[Body Paragraph 3: Conclude your thoughts or summarize your main points]  
Thank you for considering my [request/application/feedback]. I look  
forward to your response.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Contact Information]