

[Your School's Name]
[Your School's Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
[Body of the letter - Paragraph 1: Introduction and Purpose]
[Body of the letter - Paragraph 2: Details or Context]
[Body of the letter - Paragraph 3: Conclusion and Call to Action]
Thank you for your attention.
Sincerely,
[Your Name]
[Your Position/Title]
[Your Contact Information]
[Your School's Name]