

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

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

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and your purpose for writing the letter. Be clear and concise.]

[Body Paragraph(s): Provide detailed information supporting your purpose. Include any necessary context, background, or specific requests.]

[Closing Paragraph: Summarize your main points and express gratitude for their time and consideration. Encourage a response if appropriate.]

Sincerely,

[Your Name]
[Your School/Program] (if applicable)
[Your Contact Information]