

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Institution Address]
[City, Postcode]
Dear [Recipient's Name],
[Opening Paragraph: Introduce the purpose of the letter.]
[Second Paragraph: Provide details or context related to the purpose of the letter.]
[Third Paragraph: State any requests or actions you would like the recipient to take.]
[Closing Paragraph: Thank the recipient for their time and express anticipation of their response.]
Yours sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title, if applicable]
[Your Course/Department, if applicable]