

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Office of [Department Name]
Oakland University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and the purpose of the letter.]
[Body Paragraph(s): Provide detailed information or context about your request or message. Be clear and concise.]
[Closing Paragraph: Summarize your request or key points, and express appreciation for their time and consideration.]
Sincerely,
[Your Name]
[Your Student ID (if applicable)]