

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[School/College Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
[Opening Paragraph: Introduce the purpose of the letter briefly.]  
[Body Paragraph 1: Provide more details about the subject.]  
[Body Paragraph 2: Include any additional information or requests.]  
[Closing Paragraph: Summarize your points or express hope for a positive response.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Class/Grade, if applicable]  
[Contact Information]