

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title (if applicable)]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and the purpose of the letter.]
[Body Paragraph(s): Expand on your main points, providing details and supporting information.]
[Closing Paragraph: Summarize your main points and express any requests or next steps.]
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]