

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[University Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
I hope this letter finds you well.  
I am writing to [state purpose of the letter, e.g., seek guidance,  
request information, express interest in a program]. As a current student  
majoring in [Your Major] at [Your University], I have developed a keen  
interest in [specific area of interest].  
[Provide additional details or context related to your request or  
situation. Include relevant experiences, accomplishments, or questions].  
Thank you for considering my request. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]