

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a student in the [specific program] at [Trade School Name]. I am writing to [state the purpose of your letter, e.g., express my gratitude, request information, seek advice, etc.].

[Body of the letter: Explain your purpose in detail, providing relevant information and context. Include any specific questions, requests, or points you wish to address.]

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]