

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

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., request a recommendation, inquire about a research opportunity, etc.].

[Provide background information and context related to your request or the topic.]

[Explain any relevant experiences, qualifications, or considerations that support your request.]

I appreciate your time and consideration regarding this matter. I look forward to your response.

Thank you.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Institution/Organization if applicable]