

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office]
Washington University in St. Louis
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body: Provide detailed information or context regarding your request,
inquiry, or message. Use clear and concise language.]
[Conclusion: Summarize your main points and express any next steps or
follow-up actions, if applicable.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Department, if applicable]