

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

[Recipient's Name]
[Title/Position]

Yale College

[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Briefly introduce yourself and the purpose of your letter.]

[Body paragraph(s): Expand on your main points or experiences, providing relevant details and any necessary context.]

[Closing paragraph: Summarize your main ideas and express any final thoughts or gratitude.]

Thank you for your time and consideration.

Sincerely,

[Your Name]