

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

[Recipient's Name]
[Position]
[YKU (University Name)]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., request information, express concern, submit an application, etc.].

[In the following paragraphs, provide more details about your request or situation. Be clear and concise, and include any relevant information or context that may help the recipient. Maintain a formal tone throughout.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Department, if applicable]