

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of the letter and introduce yourself.]  
[Body Paragraph 1: Provide details about your experience as a year-round student and its benefits.]  
[Body Paragraph 2: Discuss any specific achievements or challenges you've faced and how you've overcome them.]  
[Body Paragraph 3: Mention how your experiences can contribute to future success and goals.]  
[Conclusion: Summarize your key points and express gratitude for the consideration of your message.]  
Sincerely,  
[Your Name]