

[Your Name]
[Your Address]
[City, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
[First paragraph: Introduction - state the purpose of your letter.]
[Second paragraph: Provide relevant details, background information, or
context related to the subject.]
[Third paragraph: Any additional information or requests, and how you
wish to proceed.]
[Closing paragraph: Thank the recipient for their attention and express
your anticipation for their response.]
Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Institution, if applicable]