

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Department/Office]

University of Toronto
[University Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state the purpose of the letter.]

[Body: Provide detailed information or requests. Include any necessary context, supporting arguments, or relevant data.]

[Closing paragraph: Summarize your request or point and express appreciation for their time and consideration.]

Sincerely,

[Your Name]

[Your Student ID or Position (if applicable)]