

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

[Date]  
[Recipient's Name]  
[Title]

[Department/Office]  
University of Toronto  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

[Opening paragraph: State the purpose of your letter, such as applying for a program, requesting information, etc.]

[Body paragraphs: Provide detailed information, background, or any necessary context related to your purpose. Be clear and concise.]

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

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

Sincerely,

[Your Name]

[Your Position or Affiliation, if applicable]