

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

[Recipient Name]  
[Department or Office Name]  
University of Alberta  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name or "Admissions Committee"],

I am writing to [state the purpose of the letter, e.g., apply for admission, request information, etc.]. I am particularly interested in [specific program or opportunity] at the University of Alberta because [briefly explain your interest and goals].

[In the following paragraphs, provide supporting details, such as your academic background, relevant experiences, and accomplishments that pertain to your request.]

Thank you for considering my [application/request]. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]