

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University Name]
[University Address]
[City, Province, Postal Code]
Dear [Recipient's Name],
I hope this letter finds you well. [Brief introduction about the purpose
of the letter].
[Main content: Explain your request or concern in detail. Be clear and
concise.].
[Optional: Further elaboration or supporting information].
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Your Program of Study (if applicable)]