

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

[Recipient's Name]  
[Department Name]  
[University of Alberta]  
[University Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Position/Title, e.g., prospective student, current student, parent, etc.] interested in [specific program, scholarship, information request, etc.].

I am writing to formally request [specific information or assistance you need, e.g., admission requirements, program details, funding options, etc.]. I believe that [reason for your request, e.g., the program aligns with your career goals, you have a keen interest in the research being conducted, etc.].

Additionally, [mention any relevant background information about yourself, your interest in the university, or any past interactions].

I would greatly appreciate any information you could provide on [specific topics of interest]. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]