

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
University of Alberta
[Department]
[Address]
[City, Province, Postal Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and state the purpose of your letter.]
[Body Paragraph 1: Provide details or context related to your purpose.]
[Body Paragraph 2: Include any additional information or points relevant to your request or subject matter.]
[Closing Paragraph: Summarize your request or main points and express gratitude.]
Sincerely,
[Your Name]
[Your Position/Title (if applicable)]
[Your Program/Department (if applicable)]