

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
Admissions Office  
University of Alberta  
1-40 Students' Union Building  
University of Alberta  
Edmonton, AB T6G 2J7  
Canada  
Dear Admissions Committee,  
[Body of the letter]  
Sincerely,  
[Your Name]