

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[University of Alberta]
[Department/Office Name]
[Address]
[City, Province, Postal Code]
Dear [Recipient Name],
[Introduction/Opening Statement]
[Body Paragraph 1 - Purpose of the letter]
[Further details or context]
[Body Paragraph 2 - Additional information or requests]
[Closing Statement]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]