

[University of Alberta Logo]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Office]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I hope this message finds you well. I am writing to you regarding

[briefly state the purpose of the letter].

[In this paragraph, provide additional details, context, or background information relevant to the subject.]

[In this paragraph, outline any requests, actions, or responses needed from the recipient.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

University of Alberta

[Your Contact Information]