

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[University of South Carolina]  
[Department/Office Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Introduction - Briefly state the purpose of your letter.]  
[Body - Provide detailed information, express your request, concern, or  
feedback.]  
[Closing - Summarize your message and express gratitude.]  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]