

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
[University of South Carolina]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduce yourself and the purpose of your letter.]  
[Body Paragraph(s): Provide detailed information regarding your request,  
concern, or topic of discussion.]  
[Closing Paragraph: Summarize your points, express gratitude, and  
indicate any follow-up actions.]  
Sincerely,  
[Your Name]  
[Your Title/Position if applicable]  
[Your Program/Major if applicable]