

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
University of South Carolina
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and the purpose of your letter.]
[Body paragraphs: Provide detailed information, supporting points, and any necessary context.]
[Closing paragraph: Summarize your main points and express any actions you wish the recipient to take.]
Thank you for your time and consideration. I look forward to your response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]