

[University Logo]  
[University Name]  
[Department Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of the letter.]  
[Body paragraphs: Provide necessary details, information, or arguments  
related to the purpose of the letter.]  
[Closing paragraph: Summarize the main points and state any call to  
action or next steps.]  
Thank you for your consideration.  
Sincerely,  
[Your Name]  
[Your Title]  
[Department Name]  
[University Name]  
[Email Address]  
[Phone Number]