

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title (if applicable)]  
[College/University Name]  
[Department (if applicable)]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name or "Admissions Committee"],  
I hope this letter finds you well. My name is [Your Name], and I am a  
[Your Year, e.g., sophomore] majoring in [Your Major] at [Your  
College/University]. I am writing to [state purpose: seek advice, request  
information, express interest, etc.].

[In the following paragraphs, elaborate on your reason for writing.  
Include any relevant details, personal experiences, or requests.]

Thank you very much for your time and consideration. I look forward to  
your response.

Sincerely,

[Your Name]  
[Your Major/Program, if applicable]  
[Your Student ID (if applicable)]