

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]

[Date]
[Recipient's Name]
[Title]

[Institution Name]
[Institution Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

I am writing to [state the purpose of your letter, e.g., express interest in a program, request information, etc.].

[In the next paragraph, provide details regarding your background, qualifications, or reasons for your inquiry or request. Be concise and specific.]

[If applicable, include a paragraph that highlights the relevance of your background to the institution or program you are addressing.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Institution, if applicable]