

****Template for Academic Correspondence in APA Format****

[Your Name]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Clearly state the purpose of your correspondence.]

[Body paragraphs: Provide detailed information, background or context related to your correspondence. Use appropriate headings if necessary.]

[Closing paragraph: Summarize your main points and indicate any desired outcomes or actions.]

Thank you for your time and consideration.

Sincerely,

[Your Name]