

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Instructor's Name]
[Course Name]
[School Name]
[School Address]

Dear [Instructor's Name],

[Opening paragraph: Briefly introduce the purpose of the letter or paper.]

[Body: Expand on your main points, providing detailed information or arguments.]

[Closing paragraph: Summarize your points and express any final thoughts or requests.]

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]