

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear Professor [Last Name],
[Introduction: Briefly introduce yourself and the purpose of your letter.]
[Body: Elaborate on the main points, whether it's a request for information, a question regarding coursework, or a discussion about research opportunities.]
[Conclusion: Conclude with any additional remarks and express your appreciation for their time and assistance.]
Sincerely,
[Your Name]
[Your Student ID (if applicable)]
[Your Degree Program and Year]