

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Company]
[Institution/Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph - introduce yourself and the purpose of the letter.]
[Body paragraph(s) - elaborate on the purpose, providing details and
examples as necessary.]
[Closing paragraph - summarize and express any final thoughts or
gratitude.]
Sincerely,
[Your Name]
[Your Academic Program/Year, if applicable]