

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your review of my essay titled "[Title of Essay]." The essay explores [brief description of the essay's topic or thesis].

I would greatly appreciate your feedback on [specific aspects for review, e.g., structure, argument clarity, grammar]. Your insights would be invaluable in helping me refine my work.

Thank you for considering my request. I look forward to your thoughts.

Best regards,

[Your Name]