

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[HOD's Name]
[Department Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
Dear [HOD's Name],
I hope this letter finds you well!
[Opening paragraph - friendly greeting or small talk]
[Second paragraph - mention the purpose of your letter]
[Third paragraph - any additional information or details]
[Closing paragraph - express gratitude or ask for a response]
Take care,
[Your Name]