

[Your Name]
[Your Position]
[Your Department]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Department]
[Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce the purpose of the letter briefly.]

[Body of the letter: Provide details, supporting information, and any necessary context.]

[Closing paragraph: Summarize your main points and state any action you wish to be taken or what the next steps are.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]