January 1, 2025

**Complete Name of the Recipient**
Position / Designation
This University

**Thru/Attn: Complete Name of Recipient 2**

Position / Designation

This University

**Re: Subject of this Letter (optional)**

Dear Dr. / VP / Dir. / Chief / Prof. / Asst. Prof. Name:

The first paragraph must be straight-to-the-point, stating your intention why you are writing this letter.

The second paragraph further explains what has been written in your first paragraph. Keep your detailed explanation short and concise. If the explanation is supported by another document, include a “Please see attached document/s for more information”.

For the last paragraph, thank the recipient. Thank you for your kind consideration and usual support.

Sincerely / Respectfully yours,

Name of Sender
Position / Designation

Noted by / Recommending Approval:

Name of Supervisor
Position / Designation