

# Formal Letter Example for Students

## Sender's Information:

**Liam Chen**

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## Date:

**May 2, 2024**

## Recipient's Information:

**Professor Jane Austen**

**Department of English**

**University of Education**

**456 Academic Rd.**

**University City, USA 12345**

## Salutation:

**Dear Professor Austen,**

## Introduction:

I am writing to request feedback on my recent submission for the course "Modern American Literature." I am keen to understand how I can improve my analysis and writing skills, particularly in interpreting complex narratives.

## Body Paragraph 1:

After reviewing my paper, I felt uncertain about my thesis statement's strength and whether I effectively supported my arguments with relevant literary theories. Your

expertise and insights would be invaluable in guiding me towards a more robust analysis.

**Body Paragraph 2:**

Additionally, I would appreciate any recommendations on resources that could help me deepen my understanding of the themes and techniques discussed in class.

**Conclusion:**

I am committed to improving my academic skills and am eager to apply your advice to enhance my understanding and performance in your class.

**Closing:**

Thank you for your time and consideration. I look forward to your feedback and am available at your convenience to discuss this further.

**Complimentary Close:**

Warm regards,

**Signature:**

Liam Chen