

# Formal Letter Example for Students

## Sender's Information:

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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