
Essay Cover Letter Format

[Your Full Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Full Name]

[Recipient's Title]

[Organization/University Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduction and reason for writing]

[Body Paragraph(s): Details about the essay, your qualifications, and why your essay fits the context]

[Closing Paragraph: Thank you note and contact information]

Sincerely,

[Signature (if printed)]

[Typed Full Name]