

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a copy of the academic year calendar for [specific academic year, e.g., 2023-2024]. Having access to this information will greatly assist me in planning my academic endeavors.

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

Sincerely,

[Your Name]