



September 15, 2011
Dear Mr. [Name],
I am writing to you regarding the [Subject] [Topic] [Details].
I hope you are well and enjoying the start of the school year.
I am looking forward to working with you on [Project/Task].
Please let me know if you have any questions or need any assistance.
Thank you for your time and attention.
Sincerely,
[Name]
[Title]
