

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department Name]  
Fort Valley State University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and state the purpose of your letter.]  
[Body paragraphs: Provide detailed information, supporting your main points and articulating your message clearly.]  
[Closing paragraph: Summarize your points, express any necessary actions, and thank the recipient.]  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]