

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Office of [Recipient's Name]
Fort Valley State University
[Department/Office]
1005 State University Drive
Fort Valley, GA 31030

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state the purpose of your letter.]

[Body of the letter: Provide details, supporting information, and any necessary context.]

[Closing paragraph: Summarize your request or statement and express any hopes for future communication or assistance.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Institution/Organization, if applicable]