

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Fort Valley State University
[Department/Office]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Clearly state the purpose of your letter.]
[Body paragraph(s): Provide details, supporting information, or
background related to your purpose. Be concise and to the point.]
[Closing paragraph: Summarize your request or point, and mention any
additional materials or actions you are enclosing or expecting.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Title/Position (if applicable)]