

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization/Company]  
[Recipient's 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 or context about your request, inquiry, or issue.]  
[Closing paragraph: Summarize your main points or requests and express gratitude for their time and consideration.]  
Sincerely,  
[Your Name]  
[Your Title (if applicable)]  
[FVSU Department/Organization (if applicable)]