

[Your Name]  
[Your Title]  
[Department/Office Name]  
Fort Valley State University  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: Briefly state the purpose of the letter.]  
[Body: Provide detailed information or request, maintaining a  
professional tone.]  
[Conclusion: Summarize the key points and express any necessary follow-  
up.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
Fort Valley State University