

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Fort Valley State University
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request [specific request] at Fort Valley State University. [Provide a brief explanation of the reason for your request and any relevant details].

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you very much for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]