

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office Name]  
Flathead Valley Community College  
[College Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to inquire about  
[specific information or service you are seeking].  
[Provide a brief background about yourself, if necessary, and clearly  
state your inquiry. Be concise and specific about what information or  
assistance you require.]  
I appreciate your time and assistance regarding this matter. Please let  
me know if you need any additional information from my side.  
Thank you for your attention to my request. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]