

[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]  
Fort Valley, GA [Zip Code]  
Dear [Recipient's Name],  
[Body of the letter: Start with an introduction, followed by the main  
points you want to address, and conclude with any requests or closing  
thoughts.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Title/Position if applicable]