

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Khan Academy
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body: Elaborate on your points, providing necessary details and examples
to support your message.]
[Conclusion: Summarize your main points and express any desired outcomes
or next steps.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Institution, if applicable]