

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Khan Academy
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and state the purpose of your letter.]
[Body paragraph 1: Provide background information or context.]
[Body paragraph 2: Clearly outline your request, concern, or feedback.]
[Closing paragraph: Summarize your main points and express appreciation for their time and assistance.]
Sincerely,
[Your Name]