

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
Khan Academy
[Recipient's Name or Department]
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name or "Khan Academy Team"],
[Paragraph 1: Introduce yourself and state the purpose of your letter.]
[Paragraph 2: Provide any relevant details or context related to your submission.]
[Paragraph 3: Include any specific requests or actions you would like the recipient to take.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Contact Information]
[Optional: Your Khan Academy Username]