

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
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 main points. Use paragraphs to organize your thoughts clearly.]
[Conclusion: Summarize your main points and express any calls to action or final thoughts.]
Thank you for your time and consideration. I look forward to your response.
Sincerely,
[Your Name]