

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
Khan Academy
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph: Introduce yourself and state the purpose of your letter.]
[Body paragraphs: Provide detailed information or arguments relating to your purpose.]
[Closing paragraph: Summarize your main points and express your hope for a response or action.]
Sincerely,
[Your Name]
[Your Title/Position if applicable]