

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
Khan Academy
[Institution Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body Paragraph 1: Provide details or context related to the purpose of
the letter.]
[Body Paragraph 2: Share additional information, experiences, or
requests.]
[Conclusion: Summarize your main points and express any final thoughts or
requests.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]