

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Position]  
Khan Academy  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Paragraph 1: Introduction - State the purpose of your letter.]  
[Paragraph 2: Background Information - Provide relevant details, context,  
or experiences related to your request or feedback.]  
[Paragraph 3: Key Points - Clearly outline the main ideas, suggestions,  
or requests you have.]  
[Paragraph 4: Conclusion - Summarize your points and express gratitude  
for their time and consideration.]  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]