

[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],

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body: Elaborate on your main points, providing details and supporting information. Use clear and concise language.]

[Conclusion: Summarize your main points and state any action you would like the recipient to take or express your appreciation.]

Thank you for your time and consideration.

Sincerely,

[Your Name]