

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]

Khan Academy

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce yourself and state the purpose of the letter.]

[Body Paragraph(s): Provide more details about your purpose, including any relevant information, requests, or questions.]

[Closing Paragraph: Thank the recipient for their time and express your hope for a response or action.]

Sincerely,
[Your Name]