

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and the purpose of your letter.]
[Body Paragraph 1: Provide details about your Khan Academy project,
including the objectives and what inspired you.]
[Body Paragraph 2: Discuss the progress you've made so far and any
challenges you've encountered.]
[Body Paragraph 3: Explain how the recipient can assist or why you are
reaching out to them specifically.]
[Closing Paragraph: Summarize your key points and express your
appreciation for their time and consideration.]
Sincerely,
[Your Name]
[Your Contact Information]
[Optional: Your Title or Role]