

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

[Recipient Name]

Khan Academy

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself]. I am writing to [state the purpose of your letter, e.g., express gratitude, request information, provide feedback, etc.].

[Body of the letter: Explain your points in detail, including any relevant information or experiences you want to share. Be clear and concise, ensuring your main message is easily understood.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]