

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Kansas State University
[Department/Office Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of the letter.]
[Body of the letter: Provide details, explain your request or provide
information.]
[Closing paragraph: Summarize your main points and suggest a call to
action if necessary.]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]