

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

[Recipient Name]  
[Recipient Title]  
Kansas State University  
[University Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you today to [state your purpose clearly, e.g., advocate for a new initiative, request support for a specific program, etc.].

[Introduce the main point of your argument. Explain why this matter is important and relevant to Kansas State University.]

[Provide evidence and supporting details. Use statistics, anecdotes, or examples to strengthen your case.]

[Address any potential counterarguments. Acknowledge opposing views and explain why your position remains valid.]

[Conclude with a strong call to action. Clearly state what you would like the recipient to do and why it matters.]

Thank you for considering my request. I am confident that together we can make a positive impact at Kansas State University.

Sincerely,

[Your Name]

[Your Signature (if sending in hard copy)]