

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

[Date]
[Recipient Name]
[Title]

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

Dear [Recipient Name],
I am writing to submit [briefly state the purpose of your submission,
e.g., "my application for the position of...", "my proposal for...",
etc.].

[Provide a brief introduction about yourself or your organization, if
applicable.]

Enclosed/Attached are the relevant documents:

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

I appreciate your attention to this matter and look forward to your
response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]