

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

[Recipient's Name]
[Title]
[Kansas City Public Schools (KCPS)]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., express my appreciation, address a concern, request information, etc.].

[Provide more details about your purpose. Include specific examples or information to support your message.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]