

[Your Name]
[Your Title/Position]
Khan Academy
[Your Email Address]
[Date]

[Instructor's Name]
[Instructor's Title/Position]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Instructor's Name],
I hope this message finds you well.

[Introduction: Briefly introduce yourself and your role at Khan Academy.]

[Body: Discuss the purpose of your letter, highlighting any relevant information, resources, or opportunities you want to share with the instructor.]

[Closing: Encourage feedback or questions, and express your willingness to assist.]

Thank you for your commitment to education and your dedication to your students.

Sincerely,
[Your Name]
[Your Position]
Khan Academy