

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
Khan Academy
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Notification Regarding [Specific Topic]
I hope this message finds you well. I am writing to inform you about
[specific details regarding the topic].
[Body of the letter - include necessary details, updates, or actions
required related to the notification].
Please feel free to reach out if you have any questions or need further
clarification.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position/Role] (if applicable)
Khan Academy