

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

[Recipient's Name]
[Recipient's Title]

Khan Academy

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request my graduation from the [specific program/course name] at Khan Academy. Throughout my learning journey, I have gained invaluable knowledge and skills that have significantly contributed to my educational development.

I enrolled in the [specific program/course name] on [start date] and committed myself to mastering the subject matter. After completing all required lessons and assessments, I am proud to say that I have met the necessary criteria for graduation.

I would like to express my gratitude for the comprehensive resources and support offered by Khan Academy, which played a crucial role in my academic success.

Thank you for considering my request for graduation. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]