

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title, if applicable]  
[Department or Office]  
Western Kentucky University  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and state the purpose of the letter.]  
[Body paragraph 1: Provide background information or context relevant to your inquiry or request.]  
[Body paragraph 2: Elaborate on key points, including any relevant data, experiences, or reasons supporting your case.]  
[Closing paragraph: Summarize your main points and mention any action you wish the recipient to take.]  
Thank you for your time and consideration. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Title or Position, if applicable]  
[Your Student ID, if applicable]