

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
Western Kentucky University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce the purpose of your letter.]
[Body paragraphs: Provide detailed information and support for your purpose.]
[Closing paragraph: Summarize your request or action needed, and express gratitude.]
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]