

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]

Western Kentucky University

[Department/Office]

[WKU Address]

[Bowling Green, KY Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Main Body: Provide detailed information regarding your request, inquiry, or information you wish to convey. Include any necessary details, context, or background information.]

[Closing: Summarize your main points, express appreciation, and state any actions you are hoping for in response to your letter.]

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]