

[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],

Subject: [Brief Subject of Your Request]

I hope this letter finds you well. I am writing to formally request
[specific request, e.g., information, permission, assistance] regarding
[brief explanation of the context or reason for your request].

[Provide detailed information about your request, including any relevant
background or details that support your case. Be clear and concise.]

I appreciate your attention to this matter and look forward to your
prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Student ID, if applicable]