

[Your Name]
[Your Title]
[Department Name]
Western Kentucky University
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]

[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter goes here.]
Sincerely,
[Your Signature]
[Your Printed Name]
[Your Title]