

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
Western Kentucky University
[Department/Office]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and state the purpose of your letter.]
[Body paragraph(s): Expand on your purpose. Include any relevant experiences, thoughts, or requests.]
[Closing paragraph: Summarize your letter and express gratitude or any final thoughts.]
Sincerely,
[Your Name]
[Optional: Your contact number]