

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office Name]  
Western Kentucky University  
[Campus Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of your letter and provide  
necessary context.]  
[Body of the letter: Provide detailed information, supporting points, and  
any relevant statements.]  
[Closing paragraph: Summarize the main points and express any desired  
outcomes or next steps.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Title or Position, if applicable]