

[Your Name]  
[Your Position]  
[Department Name]  
Western Kentucky University  
[Address]  
Bowling Green, KY [ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Institution/Organization]  
[Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
[Introductory paragraph - state the purpose of the letter.]  
[Body paragraph(s) - provide details, context, and any necessary  
information.]  
[Closing paragraph - summarize your message and state any actions  
required or next steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Department Name]