

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to share [insert reason  
for writing].  
[Insert a paragraph explaining your connection to wxpn and any relevant  
experiences or stories.]  
I appreciate your efforts at wxpn and wanted to express [insert any  
specific compliments or feedback].  
Thank you for your time and consideration. I look forward to [insert any  
future intentions or hopes].  
Sincerely,  
[Your Name]