

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you regarding [specific purpose of the letter, e.g., "the KTIV program application"]. I am [your position, e.g., "a graduate student at XYZ University"] and I am seeking [specific information or action needed, e.g., "further details about the program requirements"]. [In this paragraph, elaborate on your background, relevant experiences, and why you are interested in KTIV. Mention any specific skills or qualifications that make you a good fit for the program.]

[In this paragraph, you may want to include any questions you have, or further information you wish to provide. You can also express appreciation for their consideration and any further steps you would like to take.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Institution, if applicable]