

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]

Yakima Valley Community College

[College Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your correspondence, e.g., inquire about enrollment, request information about a program, etc.].

[Provide any necessary details or context related to your inquiry or request.]

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]