

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Office Name]
[Western Kentucky University]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and state the purpose of your letter.]
[Body paragraph(s): Provide details related to your purpose, including any necessary background information and key points.]
[Closing paragraph: Summarize your points and express any actions you wish the recipient to take or mention your willingness for further communication.]
Thank you for your time and consideration. I look forward to your response.
Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Department/Organization, if applicable]
[Optional: Your Student ID, if applicable]