

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

[Recipient's Name]  
[Recipient's Title]  
[BBC Bitesize]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to [state purpose, e.g., collaborate, apply, propose, etc.] with BBC Bitesize. As a [briefly mention your background or experience relevant to the project or objective], I believe that my skills align well with the mission and goals of BBC Bitesize.

[Paragraph 1: Introduce your idea or proposal briefly and its relevance to BBC Bitesize]

[Paragraph 2: Discuss your qualifications and how they relate to the project]

[Paragraph 3: Explain the potential benefits of your proposal to BBC Bitesize]

Thank you for considering my intent. I look forward to the opportunity to discuss this further and explore ways we can collaborate effectively.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]