

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Proposal for Trivia Participation****

1. **Opening Statement**

- Introduce yourself and your organization.
- State the purpose of the letter.

2. **Overview of Trivia Event**

- Briefly describe the trivia event.
- Mention its significance or popularity.

3. **Proposal Details**

- Explain the proposal for participation (e.g., team, sponsorship, etc.).
- Highlight potential benefits for both parties.

4. **Support and Engagement**

- Describe how you plan to engage participants.
- Mention any resources or support required from the organization.

5. **Closing Statement**

- Express enthusiasm for potential collaboration.
- Invite further discussion or a meeting to finalize details.

Thank you for considering this proposal. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization Name]