

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my excitement about participating in the upcoming Jeopardy Trivia Competition scheduled for [Date of Competition]. As an avid trivia enthusiast and lifelong fan of the show, I am thrilled to have the opportunity to engage in such a challenging and enjoyable event.

I would like to confirm my participation in the competition and inquire about any specific details regarding the format, rules, and preparation materials. Additionally, I would appreciate any information on the schedule and location of the event.

Thank you for organizing this wonderful opportunity for trivia lovers. I look forward to your response and to a fun-filled competition with fellow participants.

Best regards,

[Your Name]

[Your Team Name, if applicable]