

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

Dear [Recipient Name],

I am writing to express my intent to participate in the Kansas City Sports Authority (KCSA) [specific program/event name] scheduled for [date/dates]. As a [your position/role and organization], I believe that [briefly state your reason for interest in KCSA participation and its importance].

Our team is committed to [describe your organization's goals and how they align with KCSA], and we believe that collaboration with KCSA will [state potential mutual benefits].

I look forward to discussing this opportunity further and am eager to contribute positively to the KCSA initiatives. Please let me know if there are any specific requirements or additional information needed for the participation process.

Thank you for considering my intent. I hope to hear from you soon.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]