

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

KQED

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are dedicated to [briefly describe your organization and its mission].

We are reaching out to explore potential opportunities for collaboration with KQED, as we believe that our goals align closely with KQED's commitment to [mention relevant KQED initiatives or values].

We would like to propose [briefly outline the collaboration idea, program, or event]. Our aim is to [describe the objectives and potential impact of the collaboration].

We are enthusiastic about the possibility of working together and would appreciate the opportunity to discuss this further. Please let me know if you would be available for a meeting or call in the coming weeks.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]