

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

KQED

[Department or Person's Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose [briefly explain the purpose of the proposal] for [briefly describe the project or initiative]. As [your background or organization], I believe this project aligns with KQED's mission to [mention KQED's mission relevant to your proposal].

[Provide a brief overview of the project, including goals, target audience, and significance.]

The proposed project includes [outline key components, methodologies, and timelines]. I am confident that this initiative will [mention potential impact and benefits to KQED and the community].

I would appreciate the opportunity to discuss this proposal further and explore potential collaboration with KQED. Please feel free to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]  
[Your Title/Organization]