

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

Dear [Recipient Name],

I am writing to formally declare my eligibility for the upcoming NBA Draft. As a [your current status, e.g., collegiate player, international player, etc.], I have thoroughly evaluated my options and have decided to pursue a professional career in basketball.

I have completed all necessary requirements in accordance with the NBA's eligibility rules, and I am fully committed to participating in the draft process. My experience at [name of school or organization], along with my performance in the past season, has prepared me for the challenges ahead in the professional arena.

Please let me know of any additional information or documents required to assist with this process. Thank you for your attention to my eligibility and for the opportunity to pursue my goals in the NBA.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]