

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Team Name]
[Team Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a passionate fan of the [Team Name]. I am writing to request information regarding the availability of merchandise associated with the team.

I am particularly interested in [specific items, e.g., jerseys, hats, accessories], and would appreciate any details on where I can purchase these items, as well as information on sizing, pricing, and shipping options. Additionally, if there are any upcoming promotions or exclusive items, I would love to hear about those as well.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]