

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Team Name]
[Recipient's Team Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposed Trade Opportunity

I hope this message finds you well. I am writing to discuss a potential trade opportunity between our teams that I believe could be mutually beneficial.

[Briefly outline the trade proposal, including players involved, draft picks, and rationale for the trade.]

We see this trade as a chance to [explain the benefits for both teams]. I believe that both teams can improve their rosters and increase their competitiveness through this proposed exchange.

Please let me know a convenient time for us to discuss this further. I look forward to your thoughts.

Best regards,

[Your Name]
[Your Title]
[Your Team Name]