

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently preparing for my first marathon, which is scheduled to take place on [Marathon Date]. As I embark on this challenging journey, I am reaching out to seek your guidance and expertise in marathon training. I would greatly appreciate any advice you could provide regarding training plans, nutrition, injury prevention, and mental preparedness for the race. Your extensive experience in marathon running is incredibly inspiring, and I believe your insights would be invaluable as I develop my training regimen.

If possible, I would love the opportunity to discuss this further, either through email or a brief meeting at your convenience. Thank you very much for considering my request. I look forward to any assistance you can provide.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]