

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my enthusiasm for participating in the upcoming marathon on [date of marathon]. As an avid runner and fitness enthusiast, I am excited about the opportunity to challenge myself and compete alongside fellow running enthusiasts.

Having trained extensively over the past several months, I feel ready to tackle the distance of [mention the marathon distance, e.g., 26.2 miles]. My training regimen has included [briefly outline your training plan or highlights, e.g., long runs, speed work, nutrition strategies].

I am particularly looking forward to [mention any specific aspect of the marathon that excites you, such as scenic route, community support, etc.]. Additionally, I believe this marathon will serve as a great opportunity to raise awareness for [any cause or charity you may be supporting, if applicable].

Thank you for organizing what promises to be an unforgettable event. I am looking forward to crossing the finish line and celebrating this achievement with everyone involved.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]