

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

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

Dear [Recipient's Name],

I am writing to formally request the endorsement of the [specific initiative or project] by the [appropriate body, e.g., TLDC]. This project aims to [briefly explain the purpose and significance of the project], and aligning with your esteemed organization would provide vital support and credibility.

[Include a paragraph detailing the objectives of the project, the anticipated outcomes, and any relevant statistics or findings that bolster your request.]

By endorsing this project, the [TLDC] would help foster [mention the benefits of the endorsement, such as community engagement, educational growth, etc.]. I believe that together we can significantly impact [mention target audience or field].

I would greatly appreciate the opportunity to discuss this proposal further and explore potential collaboration. Thank you for considering this endorsement.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]