

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]

WXPN

[WXPN Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a collaborative partnership between [Your Organization] and WXPN that aims to [briefly state the purpose of the proposal, e.g., promote local artists, support community music events, etc.].

As [provide a brief overview of your organization and its mission], we believe that partnering with WXPN will help us [explain what you hope to achieve through this collaboration].

Our proposed collaboration includes [outline the specific initiatives, programs, or events you suggest]. We envision this partnership being mutually beneficial, which will not only enhance our outreach efforts but also provide WXPN with [mention potential benefits for WXPN].

To discuss this proposal further, I would appreciate the opportunity to meet with you at your convenience. I am confident that together we can create impactful opportunities for our community.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]