

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

[Recipient Name]  
[Recipient Title]

WXYZ Detroit

[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to propose [briefly describe the purpose of your proposal, e.g., a partnership, project, event]. As [your position/job title] at [your organization or company], I believe that collaborating with WXYZ Detroit will lead to [briefly explain the potential benefits or outcomes of the proposal].

[In the following paragraphs, outline the details of your proposal, including objectives, key activities, timeline, and any relevant data or research supporting your proposal.]

I am confident that our combined efforts can create a significant impact on [specific area or audience]. I would be happy to discuss this proposal in further detail and explore how we can work together effectively.

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

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization/Company]