

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

[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to [clearly state the purpose, e.g., participate in the XM Radio promotion], which I believe aligns perfectly with my [profession/interest/expertise].

As a [briefly describe your background or experience relevant to the promotion], I have a strong passion for [describe relevant interests]. My [mention any previous experience or success related to XM Radio or similar promotions] further equips me to contribute positively to this initiative.

I am particularly drawn to [specific aspect of the promotion] because [explain why you find it appealing and how it connects to your goals or values].

I am excited about the possibility of collaborating with XM Radio on this promotion and believe that it could be mutually beneficial. I look forward to your positive consideration of my proposal.

Thank you for your time and consideration.

Sincerely,
[Your Name]