

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Yerba Buena Center for the Arts (YBCA)]  
[Address]  
[City, State, Zip]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and your purpose for writing.]  
[Second paragraph: Share a personal anecdote or experience related to  
YBCA's mission or programs.]  
[Third paragraph: Propose an idea, collaboration, or feedback related to  
YBCA.]  
[Closing paragraph: Express gratitude and reiterate your enthusiasm for  
YBCA.]  
Warm regards,  
[Your Name]