

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my intent to [state the purpose, e.g., apply for a grant, collaborate on a project, etc.] with the Yerba Buena Center for the Arts (YBCA). As an artist/organization committed to [briefly describe your mission or goals], I believe that our objectives align closely with YBCA's vision of supporting creative expression and innovation.

[Provide a brief overview of your work or project, emphasizing its relevance to YBCA's mission and values].

I am excited about the possibility of [collaboration/partnership/grant application, etc.] and contributing to YBCA's vibrant community. I look forward to discussing this opportunity further and exploring how we can work together to enhance the cultural landscape.

Thank you for considering my intent. I am eager to hear back from you.

Sincerely,

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