

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

[Recipient Name]  
[Recipient Position]

YBCA (Yerba Buena Center for the Arts)

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about  
[specific information or topic of interest].

[Briefly explain your interest or reason for the inquiry. Provide any  
necessary context and details that may assist in addressing your  
request.]

I appreciate your assistance in this matter and look forward to your  
response.

Thank you for your time.

Sincerely,

[Your Name]