

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[PBS Station Name]
[PBS Station Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and [PBS Station Name] that I believe will advance our mutual goals of [briefly describe shared interests or goals]. [Your Organization] is devoted to [describe your organization's mission and relevant activities]. We are excited about the possibility of collaborating with PBS to [describe the specific project or initiative you have in mind].

Our proposed collaboration would involve [provide details about the partnership, such as events, programming, joint initiatives, etc.]. We believe this partnership would benefit both parties by [explain the benefits, such as increased visibility, audience engagement, etc.]. We would appreciate the opportunity to discuss this proposal further and explore how we can work together effectively. Please let me know a convenient time for you to meet or if you would prefer a call.

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

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Website (if applicable)]