

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

[Recipient's Name]  
[Recipient's Title]

WNBA Media Relations

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to [state the purpose of your correspondence, e.g., request information, propose a collaboration, etc.].

[Provide details about your request or proposal, including any relevant background information.]

I believe this initiative would not only [explain the benefits of your proposal] but also strengthen the relationship between [your organization] and the WNBA.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]