

[Your Name]
[Your Position]
[Your Organization/Show Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] of [Your Organization/Show Name], which airs on XM Radio. We are dedicated to [briefly describe the focus of your show, e.g., "providing listeners with insightful discussions on current events, culture, and entertainment."]

We would be honored to have you as a guest on our show. Your expertise in [specific area or topic] and your passion for [related themes or subjects] would greatly enrich our conversation and provide immense value to our audience.

We typically record [mention the format, e.g., "hour-long episodes"], and we are flexible with scheduling, aiming to accommodate your availability. Our listeners would be thrilled to hear your thoughts on [mention specific topics you'd like them to discuss].

Please let us know if you would be interested in joining us for a guest appearance. We would love to work with you to arrange a suitable time. Thank you for considering this opportunity, and I look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]
[Your Position]
[Your Organization/Show Name]
[Contact Information]
[Social Media Links (if applicable)]