

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title/Occupation] with a passion for [briefly describe what you do or your area of expertise].

I am reaching out to inquire about potential hosting opportunities on XM Radio. With my background in [mention any relevant experience, skills, or accomplishments], I believe I could bring a unique perspective and engaging content to your audience.

I am particularly interested in [mention any specific programs, themes, or segments you wish to host], as I have [explain your relevant experience related to the desired program].

I would love the opportunity to discuss this further and explore how we might collaborate. Please let me know a convenient time for you to chat or if there are any specific requirements for hosting inquiries.

Thank you for considering my application. I look forward to the possibility of working together.

Warm regards,

[Your Name]

[Your Title/Occupation]

[Your Website or Social Media Links, if applicable]