

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

KBTX

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding [specific topic or purpose]. I wanted to express my continued interest and provide any additional information that may be helpful.

[Include a brief recap of the previous discussion or correspondence. Mention any specific points of interest or details that were raised.]

I appreciate the time you took to consider my message, and I am eager to hear your thoughts or any updates you might have. Please feel free to reach out at your convenience.

Thank you once again for your attention, and I look forward to your response.

Warm regards,

[Your Name]