

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
KBTX Media  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well.  
[Introduce the purpose of your letter; explain the issue or request  
clearly and concisely.]  
[Provide any necessary details or background information to support your  
message.]  
[Conclude with a polite closing statement, reiterating your request or  
main point.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Your Title, if applicable]