

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
KBTX
[Station Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Inquiry Regarding [Specify Topic or Subject]
I hope this letter finds you well. I am writing to inquire about [briefly
describe the purpose of your inquiry].
[Provide a few sentences detailing your specific questions or requests
related to KBTX].
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you for your assistance.
Sincerely,
[Your Name]