

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

KBTX

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to [event name], which will take place on [date] at [venue/location]. The event will [briefly describe the purpose and highlights of the event]. We believe that KBTX's presence at our event would greatly enhance the experience and provide valuable coverage to our audience. We would be honored to have you as our special guest and provide any assistance you may need for your participation.

Please let us know if you can attend, and feel free to reach out if you have any questions or require further information.

Thank you for considering our invitation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]