

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

[Recipient Name]

KBTX News

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to request [specific information, assistance, or service related to KBTX].

[Explain the purpose of your request and any relevant details that may help in processing your request].

I appreciate your time and attention to this matter, and I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]