

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

KCRG-TV9

[Recipient's Position]
[Station Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt thanks for [specific reason related to KCRG, e.g., coverage of an event, assistance received, etc.].

Your support and commitment to [specific detail about the program or event] made a significant impact on [explain the positive outcome].

I truly appreciate the effort that you and your team at KCRG put into [mention specifics], and I look forward to continuing our relationship in the future.

Thank you once again for your outstanding service and dedication.

Warm regards,

[Your Name]

[Your Title/Organization, if applicable]