

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

KQED Inquiry Department

[Recipient's Name if known]
[Organization's Address]
[City, State, Zip Code]

Dear KQED Inquiry Team,

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself]. I am writing to inquire about [specific topic or issue you are interested in].

[Provide some background information or context related to your inquiry. Explain why you are interested in this topic and how it connects to the work KQED does.]

I would greatly appreciate any information, resources, or guidance you could provide regarding [specific questions or requests].

Thank you for your attention to my inquiry. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]