

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

KQED

[Relevant Department or Person]
[Street Address]
[City, State, Zip Code]

Dear [Recipient's Name or "KQED Team"],

I am writing to submit [briefly describe the submission: e.g., a story idea, script, artwork, etc.]. I believe this piece fits well with KQED's mission of [insert relevant mission statement or values, if applicable].

[In one or two paragraphs, elaborate on your submission, discussing its significance, target audience, and any other relevant information.]

I have included [mention any attached documents, such as scripts, images, etc.], for your review. Thank you for considering my submission. I look forward to your feedback.

Sincerely,

[Your Name]

[Optional: Your Title or Affiliation]