

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

[Recipient's Name]

KQED

[Recipient's Title/Department]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request [specific information or support] from KQED. [Briefly explain the purpose of your request and any relevant details].

I appreciate your attention to this matter and look forward to your response. Thank you for your ongoing commitment to [mention KQED's mission or impact].

Best regards,

[Your Name]