

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about
[specific inquiry regarding KQRS, e.g., programming, advertising
opportunities, partnership possibilities, etc.].

As [briefly describe your position, organization, or reason for inquiry],
I am particularly interested in [provide specific details or questions].
I would greatly appreciate any information you could provide regarding
this matter. If possible, I would like to schedule a time to discuss this
further.

Thank you for your time and assistance. I look forward to your prompt
response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]