

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

KTLA

[KTLA Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are dedicated to [briefly describe your organization's mission or purpose].

I am reaching out to explore potential partnership opportunities between KTLA and [Your Organization]. We believe that through collaboration, we can [describe the intended outcome or benefit of the partnership].

We would like to propose [briefly outline your idea, project, or event], which we believe aligns with KTLA's commitment to community engagement and support. We are particularly interested in [mention any specific ways KTLA's involvement could help].

We would be delighted to discuss this opportunity further and explore how we can work together to make a positive impact in our community. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering our proposal. We look forward to the possibility of collaborating with KTLA.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]