

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

KTLA

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and KTLA that I believe would be mutually beneficial.

[Briefly introduce your organization and its mission.]

Our goal is to [describe your goals and objectives relevant to the collaboration]. We believe that by partnering with KTLA, we can [explain potential outcomes or benefits of the collaboration].

We would love the opportunity to discuss this proposal further and explore ways we can work together. Please let me know your availability for a meeting or a call.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

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