

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

KTLA

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to suggest a public service announcement (PSA) for KTLA that targets [specific issue or topic]. This issue is particularly important because [briefly explain the significance or impact of the issue on the community].

The proposed PSA could focus on [brief description of the content or message of the PSA], and it could be beneficial for the viewers by [explain how it would help the audience or community].

Thank you for considering this important matter. I believe that with KTLA's reach and influence, we can make a positive impact. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]