

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
KTLA
[Station's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introductory paragraph: State the purpose of your letter briefly.]
[Body paragraphs: Provide details, supporting information, or arguments
related to the purpose of your letter.]
[Closing paragraph: Summarize your main point and suggest a course of
action or express your hopes for a response.]
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]