

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

KTVB

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to invite KTVB to cover our upcoming event, [Event Name], which will take place on [Date] at [Location]. This event aims to [briefly describe the purpose of the event and its significance].

We believe that featuring our event on KTVB would provide valuable exposure to the community and engage your viewers with [describe any unique aspects or activities of the event]. We are expecting [number of attendees] and will have [mention any notable guests or speakers]. We would be honored to have a representative from KTVB attend and cover the event. We can provide any necessary accommodations and facilitate interviews with key participants.

Thank you for considering our invitation. We look forward to the possibility of collaborating with KTVB to share this exciting occasion with the community.

Best regards,

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