

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

Dear [Recipient's Name],

I hope this message finds you well.

[Introduce your organization and its mission.]

We are reaching out to explore the possibility of a sponsorship partnership with KTVB. [Explain the event or initiative that requires sponsorship, including details about audience reach and benefits of the partnership.]

[Outline the specific sponsorship opportunities available, including any promotional benefits for KTVB.]

We believe that this partnership will be mutually beneficial, enhancing the visibility of KTVB while supporting our efforts in the community.

Thank you for considering our request. I look forward to discussing this opportunity further.

Sincerely,

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