

****KTVB Correspondence Format for Journalists****

[Your Name]

[Your Title]

KTVB

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

[Opening paragraph: Brief introduction and purpose of the correspondence.]

[Body paragraphs: Detailed information, including relevant facts, quotes, or insights related to the subject matter.]

[Closing paragraph: Call to action, appreciation, or summary of the main points.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

KTVB

[Your Contact Information]