

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

KTVB News Department
[Station Address]
[City, State, Zip Code]

Dear KTVB News Team,

Subject: [Brief Subject of the News Tip]

I hope this message finds you well. I am writing to bring to your attention a story that may be of interest to your viewers.

[Provide a brief summary of the story or event, including who, what, when, where, and why it matters. Offer any relevant statistics, quotes, or background information that supports the story.]

I believe this story is significant because [explain why the story is important and its potential impact on the community or audience].

If you require any additional information or would like to discuss this story further, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this news tip. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Optional: Your Organization/Company Name]