

[Your Name]
[Your Position]

KTVB

[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Contributor's Name]
[Contributor's Address]
[City, State, Zip Code]

Dear [Contributor's Name],

I hope this message finds you well. On behalf of KTVB, I would like to extend our heartfelt thanks for your generous contribution to [specific project/event]. Your support plays a vital role in helping us achieve our mission of [briefly mention the mission or purpose of KTVB].

Thanks to your commitment, we were able to [specific outcomes or successes achieved]. Your generosity has made a significant impact, and we truly appreciate your partnership.

We look forward to continuing our collaboration and hope to keep you updated on our progress in the future. Thank you once again for your invaluable support!

Warm regards,

[Your Name]
[Your Position]

KTVB