

[Your Organization's Letterhead]

[Date]

KTUU Calendar Event Listing

[KTUU's Address]

[City, State, Zip Code]

Dear KTUU Calendar Team,

We would like to submit an event for your calendar listing. Below are the details:

****Event Title:**** [Event Name]

****Date:**** [Event Date]

****Time:**** [Event Start Time] to [Event End Time]

****Location:**** [Event Venue/Address]

****Description:**** [Brief description of the event]

****Contact Information:**** [Organizer's Name, Phone Number, Email Address]

****Website:**** [Event Website, if applicable]

Thank you for considering our event for your calendar. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]