

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

KTUU

[Station Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to announce an upcoming community event that we believe would be of great interest to your viewers.

Event Name: [Name of the Event]

Date: [Date of the Event]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

Admission: [Free/Cost]

This event aims to [briefly state the purpose of the event, e.g., raise funds, foster community engagement, celebrate a cultural festival]. We will have [mention any special activities, guests, or entertainment planned].

We would be thrilled if KTUU would consider covering this event or sharing it with your audience. For further details, please feel free to contact me at [your phone number] or [your email].

Thank you for your time and consideration. We hope to see you there!

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]