

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

KTUU News

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

Dear [Recipient Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] regarding [briefly state the purpose of your inquiry, e.g., an upcoming event, a current issue, etc.].

We believe this story may be of interest to your audience due to [provide reason- relevance, public interest, etc.]. We would appreciate the opportunity to discuss this further and offer any additional information you may need.

If you are interested in covering this topic or have any questions, please feel free to reach me at [Your Phone Number] or [Your Email Address]. I look forward to your response.

Thank you for considering our inquiry.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]