

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
KTUU (or appropriate department)  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Company/Organization]. We are reaching out to propose a partnership opportunity that we believe could be mutually beneficial for both KTUU and [Your Company/Organization].

[Briefly introduce your organization and its mission].

We have identified that [describe the potential collaboration and how it aligns with KTUU's goals]. This partnership could provide both parties with [mention potential benefits, e.g., increased visibility, shared resources, community engagement, etc.].

We would love the chance to discuss this proposal further and explore ways we can work together for the benefit of our communities. Please let us know a convenient time for you to meet or if there is someone else on your team we should connect with regarding this opportunity.

Thank you for considering this collaboration. We look forward to the possibility of working together.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization]