

[Your Organization's Letterhead]

[Date]

KTUU News

[Address]

[City, State, Zip]

Dear KTUU News Team,

Subject: Press Release Submission - [Title of the Press Release]

We are pleased to submit the following press release for your consideration.

[Insert Press Release Body Here]

Thank you for your time and attention. We hope to see our news shared with your audience.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Your Organization's Website]

[Optional: Attach press release as a separate document]