

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

[Recipient Name]
[Recipient Title]

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are dedicated to [briefly explain your organization's mission and goals].

We would like to propose a collaboration with KTUU to [describe the purpose of the outreach, e.g., raise awareness about a specific event, initiative, or community issue]. Our upcoming event, [Event Name], is scheduled for [Event Date] at [Event Location]. This event aims to [briefly describe the event and its significance].

We believe that partnering with KTUU would not only enhance the visibility of this initiative but also resonate with your audience, who are deeply invested in [relevant topic or community issue].

We would be thrilled to discuss this opportunity further and explore how KTUU can assist in our outreach efforts. Please let us know a convenient time for you to connect, or feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this collaboration. We look forward to the possibility of working together to make a positive impact in our community.

Warm regards,

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