

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about  
[specific topic or information related to KTBS].

As a [briefly explain your position or interest], I am particularly  
interested in [mention any specific details related to your inquiry]. I  
would greatly appreciate any information you could provide regarding  
[specific questions or topics].

Thank you for your attention to this matter. I look forward to your  
prompt response.

Sincerely,  
[Your Name]