

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

[Recipient's Name]  
[Recipient's Title]  
[KTBS Station Name]  
[Station Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for the opportunity to [describe the specific reason for your gratitude, e.g., collaborate on a project, participate in an event, etc.].

Your support and dedication have made a significant impact on [describe how it affected you or your organization]. The experience has been invaluable, and I truly appreciate the efforts made by you and your team. Thank you once again for your generosity and commitment. I look forward to continuing our relationship in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]