

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

KTVU

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "KTVU Team"],

Subject: [Subject of the Notification]

I am writing to formally notify KTVU regarding [specific issue, event, or request].

[Provide a detailed description of the situation, including any relevant dates, names, and specifics.]

I request that you [state your request or the action you wish them to take].

Please feel free to contact me at your earliest convenience to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Organization Name, if applicable]