

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

KTVU

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are seeking to establish a partnership with KTVU that will leverage our mutual strengths to benefit our communities and enhance our outreach.

[Briefly explain the purpose of your organization and the proposed partnership.]

We believe that by collaborating with KTVU, we can [describe the potential benefits and outcomes of the partnership]. Together, we can create impactful initiatives that resonate with our audience and foster community engagement.

We would love the opportunity to discuss this partnership in more detail. Please let us know a convenient time for you to meet, or we can arrange a call to explore possible collaboration avenues.

Thank you for considering this partnership opportunity. I look forward to your positive response.

Sincerely,

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