

[Your Name]  
[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. I am writing to propose a collaboration between [Your Organization/Company Name] and KTVU that aims to [briefly state the purpose of the proposal].

[Provide background information about your organization and its mission].

The objectives of the proposed collaboration include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

We believe that partnering with KTVU will not only [mention benefits for KTVU] but also enhance community engagement and awareness around [specific topic or project].

I would appreciate the opportunity to discuss this proposal in detail and explore how we can work together to achieve our common goals. Please let me know your availability for a meeting.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/Company Name]