

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

News Director  
KTIV News Channel 4  
[Station Address]  
[City, State, Zip Code]

Dear News Director,

I am writing to express my interest in contributing to the KTIV newsroom. With my background in [Your Relevant Experience/Field] and a passion for delivering news that informs and engages the community, I am eager to bring my skills to your esteemed station.

As a [Your Current Position/Experience], I have honed my abilities in [Specific Skills or Experiences Related to the Job], which I believe aligns well with the mission of KTIV. I admire your commitment to [Specific Quality or Initiative of KTIV] and would love the opportunity to be a part of such a dedicated team.

I am particularly drawn to [Mention any Specific Programs or News Coverage by KTIV that Interests You] and believe I can contribute [Specific Value or Skill You Bring] to enhance the quality of news delivered to your viewers.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of KTIV News. Sincerely,

[Your Name]