

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

KTIV News

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

Dear [Recipient Name],

I am writing to formally apply for the [specific position] within KTIV as advertised. With [number] years of experience in [relevant field/role], and my passion for [related skills or topics], I believe I am well-equipped to contribute to the continued success of KTIV.

Throughout my time as [current position], I have [specific achievements or experiences relevant to the promotion]. I have developed skills in [specific skills or techniques] that I believe will be beneficial in the role of [desired position].

I am particularly drawn to KTIV because [reason related to station values, mission, or recent accomplishments]. My commitment to [specific values or goals related to the station] aligns with the station's vision and mission.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my experience and aspirations align with the goals of KTIV.

Sincerely,
[Your Name]