

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

[Recipient Name]

KTIV News

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a sports enthusiast and avid follower of KTIV sports coverage. I am writing to [briefly state the purpose of your letter, e.g., share my thoughts on a recent game, suggest a story idea, request an interview, etc.].

[Paragraph detailing your thoughts, experiences, or suggestions related to the sports topic. Be sure to provide specific details and context to support your points.]

I believe that this could be a great opportunity for KTIV to [explain how your suggestion could benefit the station, its viewers, or the sports community].

Thank you for considering my letter. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]