

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

WKYT

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

Dear [Recipient Name],

Subject: Public Service Announcement Submission

I hope this message finds you well. I am writing to submit a public service announcement regarding [briefly describe the topic of the announcement].

[Provide a detailed description of the announcement, including key information such as dates, times, locations, and any relevant details that the public should know.]

We believe this announcement would be of great interest to your audience and contribute positively to the community.

Thank you for your consideration. Please feel free to contact me at [your phone number] or [your email address] if you need any additional information.

Sincerely,

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