

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

WLEX-TV

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to explore potential advertising opportunities with WLEX-TV to promote [briefly describe your product/service/event].

As a respected news station in our community, I believe that WLEX-TV aligns perfectly with our target audience. We aim to maximize our reach and engagement through your esteemed platform.

We are particularly interested in [mention specific advertising formats, e.g., commercial spots, sponsorships, etc.], as we believe they will resonate well with your viewers.

Please let us know about the available options, packages, and costs associated with advertising on WLEX-TV. I would appreciate the opportunity to discuss this further and explore how we can work together effectively.

Thank you for your time and consideration. I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Contact Information]