

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

[Recipient's Name]

WLEX Television

[Station Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in participating in the upcoming WLEX community event, [Event Name], scheduled for [Event Date].

As an avid viewer of WLEX, I appreciate the platform you provide for community engagement and would love the opportunity to contribute to this project. I believe my skills in [Your Skills/Expertise] would be a great fit for [specific activity or role in the event].

Please let me know how I can get involved and any additional details regarding audience participation. I look forward to the possibility of contributing to such a worthwhile event.

Thank you for your time and consideration.

Sincerely,

[Your Name]