

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out on behalf of WLEX, where we are dedicated to serving our community through quality programming and local outreach initiatives.

As we strive to enhance our efforts to inform and engage our audience, we are seeking support to expand our community programs that uplift and empower individuals and families in [specific area or community].

We kindly invite you to consider making a donation to assist us in our mission. Your generous support will help fund [specific projects or initiatives] that directly benefit our local community.

Every contribution, no matter the size, makes a difference and is greatly appreciated. We believe that together, we can create positive change and enhance the lives of those in need.

If you would like to discuss this further or have any questions, please feel free to reach out to me at [your phone number] or [your email address].

Thank you for considering our appeal. We look forward to your support in making a meaningful impact in our community.

Warm regards,

[Your Name]

[Your Title]

WLEX Station Name