

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

[Date]
[Recipient's Name]
[Title]

WQAD News 8

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request [specific request, e.g., coverage of a local event, an interview, etc.] that I believe would be of great interest to the community and your viewers. [Provide a brief description of the event or situation, including relevant details such as date, time, location, and any notable aspects that would engage the audience.]

I appreciate your consideration and would be grateful for the opportunity to discuss this further. Please feel free to contact me at your convenience.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Title, if applicable]