

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

WQAD

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose an exciting event that I believe would be an excellent fit for WQAD's community outreach efforts and programming initiatives.

**\*\*Event Title:\*\*** [Name of the Event]

**\*\*Date:\*\*** [Proposed Date]

**\*\*Time:\*\*** [Proposed Time]

**\*\*Location:\*\*** [Proposed Venue]

**\*\*Event Description:\*\***

[Briefly describe the event, its purpose, and how it aligns with WQAD's mission. Highlight the community benefits and any target audience specifics.]

**\*\*Sponsorship Opportunities:\*\***

We would love to collaborate with WQAD as our media partner for this event. Your support can include promotional coverage, social media engagement, and on-site presence.

**\*\*Benefits to WQAD:\*\***

[List ways in which WQAD will benefit from participating in this event, such as increased visibility, community goodwill, etc.]

I look forward to discussing this proposal further and exploring how we can work together to make this event a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Website (if applicable)]