

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

WQXR Radio

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

Dear WQXR Team,

I hope this letter finds you well. I am writing to request a special piece of music to be played on your station. As a devoted listener and admirer of the programming you offer, I would love to hear [Piece Name] by [Composer/Artist Name].

This piece means a lot to me because [brief explanation of why it's meaningful to you]. I believe your audience would greatly appreciate it, too, as it captures [reason related to the theme of your request or the time of year, if applicable].

Thank you for considering my request. I look forward to hearing this beautiful work on WQXR soon!

Warm regards,

[Your Name]  
[Your Phone Number]