

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

WQXR

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request your support in promoting our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose and target audience of the event].

Given WQXR's commitment to classical music and the arts, we believe that featuring our event on your platform would resonate with your audience and contribute to the cultural landscape of our community. We would be grateful if you could assist us by [specific request, e.g., publicizing the event, offering an interview opportunity, etc.].

We can offer [details of any partnership benefits, such as mention in promotional materials or tickets available for WQXR staff], as a token of our appreciation for your support.

Thank you for considering our request. We look forward to the possibility of collaborating with WQXR to make this event a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussions.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Your Website (if applicable)]