

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

[Recipient Name]
[Position]

WQAD News

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a weather assignment with WQAD News.

[Brief explanation of your interest in the assignment, relevant experience, and what you hope to achieve.]

I believe my skills and enthusiasm will make a valuable contribution to your team.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,
[Your Name]