

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

[Recipient's Name]

WXII 12 News

[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about advertising opportunities with WXII 12 News. We are interested in promoting [brief description of your product/service] and believe that WXII can help us reach our target audience effectively. Could you please provide us with information regarding your advertising packages, pricing, and any available promotional options?

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]