

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

WXII News Team

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

Dear WXII News Team,

I hope this message finds you well. I am writing to submit content for your consideration for coverage on WXII. The details of the submission are as follows:

****Title of Content:**** [Title of Your Content]

****Summary:**** [Brief summary of the content, including key points and significance]

****Target Audience:**** [Describe who will find this content relevant or interesting]

****Media Type:**** [Specify if it's a story, video, photo, etc.]

****Availability for Interview:**** [Mention if you're available for further discussion or an interview]

Please find attached any relevant material that supports this submission, including [list any attachments, such as images, videos, articles, etc.].

Thank you for considering my submission. I look forward to the opportunity to collaborate with WXII.

Best regards,

[Your Name]
[Your Title/Organization, if applicable]
[Your Contact Information]