

[Your Name]
[Your Title]
WXII 12 News
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. At WXII 12 News, we are continually striving to connect with our community and provide valuable content that informs, engages, and inspires our viewers.

We are excited to announce our upcoming [Event/Program/Promotion], which will take place on [date]. This event aims to [briefly explain purpose/benefits] and promises to offer exceptional insights and opportunities for community engagement.

We would love for [Recipient Organization] to be part of this initiative. Here are some ways you can get involved:

- [Option 1: Sponsorship/Partnership Details]
- [Option 2: Participation Opportunities]
- [Option 3: Promotional Support]

Your support will not only enhance the event but also align your organization with a trusted local news source dedicated to serving our community.

Please feel free to reach out to discuss this opportunity further. We believe that together, we can make a significant impact and contribute positively to our community.

Thank you for considering this collaboration. We look forward to the possibility of working together.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

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