

[Your Name]  
[Your Title]

WXII 12 News

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you as a correspondent for WXII 12 News to discuss [specific topic or story].

[Insert brief overview of the topic, including relevant details and context.]

We believe that your insights could greatly enhance our coverage, and we would love to explore the possibility of featuring your expertise in an upcoming segment.

Would you be available for a brief interview or discussion? I am happy to work around your schedule to find a convenient time.

Thank you for considering this opportunity. I look forward to your response.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

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