

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding WXRT Radio Programming

I hope this message finds you well. I am writing to inquire about the WXRT radio programming schedule and any upcoming events or special broadcasts that may be of interest to listeners.

As a long-time fan of WXRT, I am particularly interested in [specific types of programs, events, or features you're curious about]. Any information you can provide regarding upcoming shows, artist interviews, or community events would be greatly appreciated.

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

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Organization (if applicable)]