

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]

KTLA

[KTLA Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are dedicated to [briefly describe your organization's mission and focus].

We believe that community engagement is vital for fostering positive change, and we would like to explore the possibility of collaborating with KTLA to enhance our outreach efforts. We are excited about the opportunity to work together to [describe the specific initiative, event, or outreach program you have in mind].

We would greatly appreciate the chance to discuss this potential partnership further and how KTLA can assist us in reaching a broader audience. Please let us know a convenient time for you to discuss this opportunity, either over the phone or in person.

Thank you for considering this collaboration. We look forward to the possibility of working with KTLA to make a positive impact in our community.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]