

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

KTLA

Attn: Guest Appearance Requests
5800 Sunset Blvd.
Los Angeles, CA 90028

Dear KTLA Team,

I hope this message finds you well. My name is [Your Name], and I am [a brief introduction about yourself, e.g., a local expert in a specific field, an author, etc.]. I am writing to express my interest in appearing as a guest on KTLA [specify the show or segment, e.g., "Morning News"]. I believe that my expertise in [specific topic] would resonate well with your audience, particularly regarding [relevant trends, recent news, or events]. My recent work includes [mention any relevant achievements, publications, or previous media appearances].

I would love the opportunity to discuss [specific topic or event you wish to cover] and how it can benefit your viewers. I am available for an appearance on [provide some specific dates/times], but I am flexible and can adjust to your schedule.

Thank you for considering my request. I look forward to the possibility of collaborating with your team.

Best regards,

[Your Name]

[Your Title/Position if applicable]

[Your Website or Social Media Links if applicable]