

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

KTLA

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are reaching out to inquire about the possibility of collaborating with KTLA to [briefly state the purpose of the media request].

We believe that this partnership could be mutually beneficial, as [provide a reason why the collaboration would be advantageous to both parties].

We would appreciate the opportunity to discuss this further and explore potential options. Please let us know a convenient time for you to connect.

Thank you for considering our request. We look forward to the possibility of working together.

Best regards,

[Your Name]
[Your Position]
[Your Organization]