

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

News Desk  
KTLA 5 News  
5800 Sunset Blvd.  
Los Angeles, CA 90028

Dear KTLA News Team,

Subject: Request for News Coverage Consideration

I am writing to request coverage for [briefly describe the event or issue, e.g., "the upcoming community health fair taking place on November 15th at Sunshine Park"]. This event aims to [mention the purpose, e.g., "provide free health screenings and resources to underserved communities in our area"].

Key details of the event include:

- Date: [Event Date]
- Time: [Start Time - End Time]
- Location: [Venue Name and Address]
- Featured Guests: [Any notable speakers or guests]
- Additional Information: [Any other pertinent details or link to the event website]

We believe this story will resonate with your audience because [explain the relevance or importance, e.g., "it addresses critical health disparities in our community"]. We would be grateful for any coverage you can provide to help us reach a wider audience.

Please let me know if you need any more information or would like to arrange an interview. I look forward to the opportunity to collaborate.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title/Organization, if applicable]  
[Your Organization's Website, if applicable]