

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

KTLA

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

Dear [Recipient Name],

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

We believe that a partnership between KTLA and [Your Company/Organization Name] would be mutually beneficial and help us both reach our goals in the community. In this regard, we propose [briefly outline the partnership idea, key benefits, and objectives].

Our proposed collaboration aligns with your values, as both of our organizations prioritize [mention any shared values or goals]. Together, we could [describe the potential impact of the partnership].

We would appreciate the opportunity to discuss this proposal in more detail and explore ways we can work together. Please let us know a convenient time for us to meet or have a discussion.

Thank you for considering this partnership opportunity. We look forward to the possibility of collaborating with KTLA.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization Name]