

[Your Name]
[Your Position]
[Your Company/Organization]
[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. I am writing to request the inclusion of our press kit in your upcoming media coverage. Our organization, [Your Organization Name], is dedicated to [Brief Description of Your Organization/Project].

We believe that our story aligns well with KTLA's commitment to informing and engaging the community. The press kit includes [Brief Description of Contents, e.g., press releases, high-resolution images, background information].

We would be honored if you could consider featuring our initiative on your platform. Please find the press kit attached for your review.

Thank you for your time and consideration. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Website URL] (if applicable)