

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

KTLA

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

Dear [Recipient Name],

I am writing to request promotional support for our upcoming event,
[Event Name], which will take place on [Event Date] at [Event Location].
We believe this event aligns perfectly with KTLA's mission to inform and
engage the community.

[Brief description of the event, its purpose, and target audience].

We would be honored to collaborate with KTLA to reach a wider audience.
We would appreciate the opportunity to discuss potential promotional
materials, such as [list any specific requests, e.g., on-air mentions,
social media promotions, etc.].

Thank you for considering our request. I look forward to the possibility
of partnering with KTLA for this exciting event.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]