

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

KTLA

[Recipient Name]
[Recipient Title]
[KTLA Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Public Service Announcement Request

I hope this letter finds you well. I am writing on behalf of [Your Organization] to request the opportunity to share an important public service announcement (PSA) through KTLA.

Our PSA aims to [briefly describe the purpose and message of the PSA]. We believe that this information is vital for the [community/audience] and can make a significant impact by [briefly describe the potential benefits/effects].

We would greatly appreciate your consideration in airing our PSA, which is scheduled to [mention any specific dates or events related to the PSA]. Attached, you will find a detailed outline of the announcement, along with any additional materials that may assist in your decision-making process.

Thank you for your time and consideration. We are hopeful for the opportunity to collaborate with KTLA to promote this important message throughout our community.

Sincerely,

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