

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

KTVB

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to express my enthusiasm for community engagement initiatives in our area.

I would like to propose a collaboration between KTVB and [Your Organization/Project Name], aimed at [briefly describe the purpose of the collaboration, e.g., raising awareness about a specific issue, helping local businesses, etc.].

We believe that KTVB's commitment to community service aligns perfectly with our objectives. Together, we can [describe potential activities or events, e.g., organize a community event, promote local stories, etc.].

I would love the opportunity to discuss this further and explore how we can work together. Please feel free to contact me at [your phone number] or [your email address]. Thank you for considering this partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]