

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

[Recipient's Name]

KTUU News

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to request coverage of [briefly describe the event, issue, or story]. This event is significant because [explain the importance and relevance of the story to the community].

The details of the event are as follows:

- ****Event Name:**** [Name of the event]
- ****Date and Time:**** [Date and time of the event]
- ****Location:**** [Location of the event]
- ****Key Participants:**** [Names and titles of important individuals involved]

We believe this story would resonate with your audience due to [provide reasons why the topic is relevant to KTUU's viewers]. Additionally, [include any supporting facts or statistics that may strengthen your case].

I would be happy to provide more information, arrange interviews, or facilitate access to the event. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request for coverage. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title/Organization] (if applicable)