

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

KTUU

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request sponsorship from KTUU for [Event/Project Name]. Our organization, [Your Organization Name], is dedicated to [briefly describe your organization and its mission].

We are excited to host [describe the event/project], which will take place on [date] at [location]. This event aims to [describe the purpose of the event and its significance to the community].

We believe that KTUU's involvement would greatly benefit the event and enhance our efforts to [specific goals of the event]. In return, we would be thrilled to offer [describe benefits for KTUU, such as advertising, coverage, etc.].

We would greatly appreciate the opportunity to discuss this collaboration further and explore how we can work together to make [Event/Project Name] a success. Thank you for considering our request.

Sincerely,

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