

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[KTUU Sports Department]  
[Station Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to request coverage for an upcoming sports event that I believe would be of great interest to the community.

Event Details:

- **\*\*Event Name:\*\*** [Name of the Event]
- **\*\*Date:\*\*** [Date of the Event]
- **\*\*Time:\*\*** [Start and End Time]
- **\*\*Location:\*\*** [Venue Address]
- **\*\*Brief Description:\*\*** [A short description of the event, including its significance, expected attendance, and any notable participants or teams.]

Given KTUU's dedication to highlighting local sports and events, I believe that your coverage would greatly enhance community interest and participation. We would be thrilled to have your team attend and gather footage and interviews for your sports segment.

Please let me know if you need any additional information or if there are specific requirements for your coverage. I look forward to your response. Thank you for considering our request.

Best regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]