

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about  
[specific information or topic related to KTBS].

[Provide a brief background or context for your inquiry. Explain why the  
information is important to you or your organization.]

I would greatly appreciate it if you could provide me with the relevant  
details or direct me to the appropriate resources.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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