

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

KTVU

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my appreciation for the outstanding work that KTVU has been doing in our community.

[Insert specific example of a segment or report that impressed you and why it stood out.]

The professionalism and dedication of your entire team are evident in the quality of news coverage and community engagement.

Thank you once again for your commitment to delivering reliable news and information.

Warm regards,

[Your Name]