

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

KTVU

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your support for [briefly describe your organization and its mission]. Our organization has made a significant impact in our community by [describe your organization's work and achievements].

This year, we are planning [describe the event, program, or project for which you are seeking donations]. We anticipate that this initiative will benefit [mention the specific group or community that will benefit] and make a positive difference by [explain the expected outcomes].

We kindly ask KTVU to consider making a donation to support our efforts. Your contribution will help us [explain how the donation will be used, e.g., cover costs, provide resources, etc.].

We would be grateful for any amount you can contribute. Additionally, we would be pleased to acknowledge KTVU's generosity through [mention any recognition opportunities, e.g., marketing materials, social media mentions, etc.].

Thank you for considering our request. We look forward to the possibility of partnering with KTVU to make a lasting impact in our community. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any questions or require additional information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization's Name]