

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

[Recipient's Name]
[Recipient's Title]

KTVU FOX 2

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on
[specific topic or event], which aired on KTVU on [air date]. I wanted to
share my thoughts/additional information regarding [briefly describe the
issue or event].

[Provide details about your follow-up, including any relevant facts,
personal anecdotes, or questions you may have.]

Thank you for your attention to this matter. I appreciate the work KTVU
does in keeping our community informed. I look forward to your response.

Best regards,

[Your Name]