

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

[Recipient Name]  
[Recipient Title]

KTVU

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

Dear [Recipient Name],

I hope this message finds you well.

[Body of your letter: Clearly state your purpose of writing, any relevant details, and what you would like from the recipient. Be polite and concise.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Additional Contact Information, if necessary]