

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

[Recipient Name]
[Recipient Title]

KTVU Fox 2

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., express my appreciation, inquire about a specific topic, submit a story idea, etc.].

[In the following paragraphs, elaborate on your purpose, providing any necessary details or context. Be sure to maintain a professional tone throughout.]

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]