

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

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

KTIV

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

Dear [Recipient's Name],

I hope this message finds you well.

[Opening paragraph: Introduce yourself and state your purpose for writing.]

[Middle paragraph: Provide details or background information related to your purpose. Include any relevant facts or personal stories.]

[Final paragraph: Summarize your message and express any requests or next steps.]

Thank you for your time and consideration.

Sincerely,

[Your Name]