

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

KXAN

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Organization Name], a non-profit organization dedicated to [brief description of your organization's mission and work]. We are currently seeking enthusiastic volunteers to join our team and help us make a meaningful impact in our community.

We believe that KXAN plays a pivotal role in connecting people with local initiatives, and we would be grateful for your support in spreading the word about our upcoming volunteer opportunities. Our volunteers contribute their time and skills in various ways, including [briefly list volunteer activities or roles].

We invite you to share our call for volunteers in your community segment or through any other suitable platform at KXAN. Your help can inspire many individuals to get involved and create positive change.

If you are interested in collaborating with us or need further information, please feel free to reach out at [your email address] or [your phone number]. Thank you for considering our request, and we look forward to the possibility of working together to benefit our community.

Warm regards,

[Your Name]
[Your Position]
[Organization Name]
[Website URL] (if applicable)