

[Your Name]

[Your Title]

KXAN News

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

Dear [Recipient Name],

[Introductory paragraph: Briefly introduce yourself and the purpose of your letter.]

[Body paragraph 1: Provide relevant details regarding the media inquiry or event you are addressing.]

[Body paragraph 2: Offer any additional context, background information or key points that are pertinent to the inquiry.]

[Conclusion: Summarize your request or the actions you would like the recipient to take, and express appreciation for their attention to the matter.]

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

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