

**\*\*KXAN Fundraising Campaign Letter Template\*\***

[Your Name]

[Your Position]

KXAN News

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Introduction\*\***

- Briefly introduce KXAN and its mission.
- Mention the purpose of the letter: to seek support for a specific fundraising campaign.

**\*\*Story or Highlight\*\***

- Share a compelling story or recent accomplishment that illustrates the impact of KXAN's work.
- Highlight statistics or testimonials to emphasize the need for support.

**\*\*Call to Action\*\***

- Clearly state how recipients can help (donations, involvement, spreading the word).
- Include specific goals for the fundraising campaign (financial target, project details).

**\*\*Benefits of Giving\*\***

- Explain how contributions will be used and the difference they will make in the community.
- Mention any incentives for donors (recognition, events, updates).

**\*\*Conclusion\*\***

- Thank the recipient for considering, emphasizing their importance to KXAN's mission.
- Include a personal touch, expressing hope to collaborate.

Sincerely,

[Your Name]

[Your Position]

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**\*\*Enclosures:\*\*** [List any additional materials included, like brochures or donation forms]