

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

KXII News

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

Dear KXII Team,

I am writing to [briefly state the purpose of your letter, e.g., share feedback, request information, etc.]. [Provide a concise explanation or details regarding your purpose].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]