

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

[Recipient Name]
[Recipient Title]

KXII

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

Dear [Recipient Name],

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

[Body paragraph: Provide details, supporting information, or specific requests relevant to your initial introduction.]

[Closing paragraph: Summarize your points and express appreciation or anticipation of a response.]

Sincerely,
[Your Name]