

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
KXII Television Station  
[Station Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
I am writing to [state the purpose of the letter].  
[Provide detailed information regarding the purpose of your letter.  
Include any necessary background information, requests, or questions you  
may have.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]