

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

[Recipient's Name]
[Recipient's Title]

KXII Television

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to [state the purpose of the letter, e.g., inquire about, discuss, propose, etc.].

[Include relevant details and background information. Be concise and clear.]

I would appreciate any insights or assistance you can provide regarding [specific requests or actions you are seeking].

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]