

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

KXII News

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

Dear KXII Team,

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., share feedback, inquire about a story, submit a news tip, etc.].

[Add any relevant details or personal anecdotes that support your purpose.]

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

Sincerely,  
[Your Name]