

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

KXII TV

[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 segment, etc.].

[Provide any additional information, details, or context related to your purpose.]

Thank you for your attention to this matter. I appreciate your hard work and dedication to serving our community.

Sincerely,

[Your Name]