

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

[Recipient's Name]  
[Title/Position]

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your title/position] at [Your Organization]. We are reaching out to request your support for our upcoming event, [Event Name], which will take place on [Event Date].

[Provide a brief introduction to your organization and its mission.]

[Explain the purpose of the event and how it aligns with the community's needs or interests.]

To successfully carry out this event, we are seeking donations in the form of [specific items, services, or monetary support] that will help us [explain what the donations will achieve]. Your support would not only assist us in our mission but also strengthen our commitment to the community we serve.

We would be grateful if KXLY could contribute [specify the type of donation you are requesting] for this event. In return, we would be delighted to acknowledge KXLY's generous support through [mention any promotional opportunities, such as banners, social media shout-outs, program listings, etc.].

Thank you for considering our request. We truly value the role that KXLY plays in our community and hope to partner with you to make a difference. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Website URL, if applicable]