

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

KXLY

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about [specific information or topic related to KXLY, e.g., community events, news coverage, etc.].

I am particularly interested in [provide details about your inquiry, including any relevant dates, events, or specific questions you may have].

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

Sincerely,
[Your Name]