

[Your Name]

[Your Position]

KXLY News

[Station Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce [brief description of the announcement/event, including key details like date, time, and location].

[Provide additional information, context, and any relevant background about the announcement/event. Highlight its significance and any key participants.]

We hope you will join us for this important event [or, "We would appreciate your support in spreading the word"].

Thank you for your attention, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

KXLY News