

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]

KXAN News

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Weather Coordination Request

I hope this letter finds you well. I am writing to coordinate the weather coverage for [specific event or occasion] scheduled for [date].

[Provide details about the event, including its purpose and any relevant information regarding the expected weather conditions.]

We would appreciate your expertise and support in ensuring accurate weather forecasts during this period. If possible, we would like to have a discussion on the best way to proceed with our coordination efforts.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]