

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

[Recipient Name]  
KXAN Weather Team  
[Station Address]  
[City, State, ZIP Code]

Dear KXAN Weather Team,  
Subject: Weather Event Notice

I hope this message finds you well. I am writing to inform you of an upcoming weather event that may be of interest to your team and viewers.  
Event Details:

- **\*\*Type of Event:\*\*** [e.g., Severe Thunderstorm, Winter Storm, Hurricane]
- **\*\*Date and Time:\*\*** [Start Date and Time - End Date and Time]
- **\*\*Location:\*\*** [Affected Areas or Regions]
- **\*\*Expected Impacts:\*\*** [Brief description of potential impacts, e.g., heavy rainfall, strong winds, flooding]

We want to ensure that your viewers are well prepared and informed about this event. Please feel free to reach out for any additional information or resources we can provide.

Thank you for your dedication to keeping the community safe and informed.  
Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Organization] (if applicable)