

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

Dear [Recipient Name],

I hope this letter finds you well. At KXAN News, we are committed to keeping our community informed and safe during severe weather events. With this mission in mind, we would like to invite you to partner with us for our upcoming weather outreach program.

Our initiative aims to educate residents about preparedness for extreme weather conditions, including thunderstorms, tornadoes, and flash floods. We believe that by working together, we can equip our community with the knowledge and tools they need to stay safe.

We propose hosting a series of workshops and informational sessions in partnership with your organization. Together, we can cover critical topics such as emergency kits, evacuation plans, and real-time weather updates. KXAN's meteorologists will be available to provide expert insights and answer any questions participants may have.

We would love to discuss this opportunity further and explore the possibilities for collaboration. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your consideration, and we look forward to the possibility of working together to enhance community safety and preparedness.

Warm regards,

[Your Name]
[Your Title]

KXAN News