

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

KXAN News

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

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to propose a partnership opportunity between [Your Organization] and KXAN. As a leader in [Your Industry/Field], we believe that collaborating with KXAN can enhance our mutual goals and better serve the community.

[Briefly describe your organization and its mission, and how a partnership would be beneficial for both parties.]

We envision a partnership that includes [specific ideas or activities, e.g., joint weather events, community outreach programs, educational initiatives, etc.]. Together, we can [explain potential outcomes and benefits of the partnership].

I would love the opportunity to discuss this partnership further and explore how we can work together effectively. Please let me know a convenient time for you to meet or if there is someone else in your organization that I should connect with regarding this proposal. Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]