

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

KXAN Weather Department
[Station Address]
[City, State, ZIP Code]

Dear KXAN Weather Team,

I hope this message finds you well. I am writing to request specific weather information regarding [specific event or date] in the [desired location]. Particularly, I am interested in [mention any specific weather data needed, such as temperature, rainfall, forecasts, etc.].

This information is important for [explain the purpose, e.g., event planning, research, etc.], and I appreciate any assistance you can provide.

Thank you for your time and support.

Sincerely,
[Your Name]