

****KXAN Weather Survey Letter Outline****

1. ****Header****
 - KXAN Station Logo
 - Date
2. ****Recipient Information****
 - Name
 - Address
 - City, State, ZIP Code
3. ****Greeting****
 - Dear [Recipient's Name],
4. ****Introduction****
 - Purpose of the letter: Introduction to the survey
 - Importance of weather data for the community
5. ****Survey Details****
 - Brief overview of the survey
 - Duration of the survey
 - Methods of participation (online link, mail-in, etc.)
6. ****Incentives****
 - Explanation of any rewards or incentives for participation
7. ****Confidentiality Assurance****
 - Statement on how the data will be used and confidentiality of responses
8. ****Call to Action****
 - Encouragement to participate
 - Deadline for survey responses
9. ****Contact Information****
 - Contact details for questions or support
10. ****Closing****
 - Thank you for your time and participation
 - Sincerely,
 - [Your Name]
 - [Your Position]
 - KXAN Weather Team
11. ****Footer****
 - KXAN Contact Information
 - Social Media Handles
 - Website URL