

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

KXAN Weather Team

[Station Address]
[City, State, Zip Code]

Dear KXAN Weather Team,

Subject: Weather Update Request

I hope this message finds you well. I am writing to request an update on the current weather conditions and forecasts for [specific area/location] for the upcoming days.

[Optional: Include any specific questions or concerns about the weather, such as severe weather alerts, temperature trends, or precipitation forecasts.]

Thank you for your attention to this matter. I appreciate the valuable information you provide to the community.

Sincerely,

[Your Name]

[Your Title/Organization (if applicable)]