

[Your Name]
[Your Title]
[Your Company/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]

KXII TV
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],
I hope this message finds you well.

I am writing to inquire about the recent weather conditions reported by KXII and their potential impact on our community and operations. Given the critical role weather plays in our planning, we appreciate your timely and accurate forecasts.

If possible, could you provide detailed information regarding any upcoming severe weather alerts, temperature fluctuations, or precipitation forecasts? This data will help us make informed decisions and ensure the safety and preparedness of our staff and clients.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]