

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

KXII Weather Department

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

Dear [Recipient Name],

Subject: Weather Alert Notification

I hope this message finds you well. I am writing to provide information regarding the recent weather conditions that may impact our area.

****Weather Alert Details:****

- ****Alert Type:**** [Severe Thunderstorm Warning / Tornado Watch, etc.]
- ****Location Affected:**** [Specific Area or Regions]
- ****Date and Time of Alert:**** [Start Date/Time] to [End Date/Time]
- ****Expected Weather Conditions:**** [Description of expected conditions: high winds, heavy rain, etc.]
- ****Recommended Actions:**** [Safety tips or precautions for residents]

We encourage everyone to stay informed by checking local forecasts and preparing accordingly.

Thank you for your attention to this matter. Please feel free to reach out if you require further information or assistance.

Sincerely,

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