

[Your Name]  
[Your Title]  
KXII News Station  
[Station Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Weather Messaging Collaboration

I hope this message finds you well.

We at KXII are committed to providing our community with timely and accurate weather information. As we enter a season that may bring unpredictable weather patterns, we would like to discuss potential collaboration opportunities to enhance our weather messaging efforts.

[Briefly outline the purpose of the collaboration, specific weather events to prepare for, or any other pertinent information.]

We believe that working together will enable us to better inform and protect our community. Please let us know a convenient time for you to discuss this further.

Thank you for your attention, and we look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Title]

KXII News Station

[Email Address]

[Phone Number]