

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

[Date]
[Recipient Name]
[Title]

KXII-TV

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

Dear [Recipient Name],

Subject: Request for Weather Report

I hope this letter finds you well. I am writing to request a detailed weather report for [specific date or range of dates] as part of our preparation for [specific event or purpose].

We are particularly interested in the following information:

- Temperature forecasts
- Precipitation expectations
- Wind conditions
- Any weather warnings or advisories

Your timely assistance would be greatly appreciated, as it will help us ensure the safety and comfort of our attendees.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]