

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

[Recipient Name]  
[Recipient Position]  
[KXII News Station]  
[Station Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a weather update segment that focuses on [specific weather event or information]. Given the importance of accurate weather information for our community, I believe that an update from KXII would be greatly beneficial.

We are particularly interested in [details about the weather event or relevant information], and how it could impact our audience. An update on [specific dates or times] would be especially appreciated, as it would help us prepare our community accordingly.

Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

Thank you for your attention to this request, and I look forward to your reply.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]