

[Your Name]  
[Your Title/Position]  
KXII Weather Team

[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Weather Advisory Notification

We are issuing a weather advisory for [Location/Region] due to expected [weather condition, e.g., severe storms, heavy snowfall, etc.] on [specific date(s)]. The following details are important for your safety and preparedness:

- **Weather Condition**: [Describe the weather condition in detail]
- **Expected Impact**: [Explain potential impacts, e.g., travel disruptions, power outages, etc.]
- **Timing**: [Provide start and end times for the weather event]
- **Safety Recommendations**: [List precautions, e.g., stay indoors, avoid travel, etc.]

Stay tuned to KXII for ongoing updates and further information. For real-time alerts, follow us on [social media or website info]. Please ensure you have a plan in place to keep yourself and your loved ones safe.

Sincerely,

[Your Name]  
[Your Contact Information]  
KXII Weather Team