

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

KXAN News

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit [briefly state the purpose of your submission, e.g., a news tip, story idea, or press release related to a specific event].

[Provide a detailed explanation of your submission, including any relevant information, background, and supporting data that may assist the news team in understanding the context and significance of your submission.]

I believe that this story would be of great interest to your viewers due to [explain why the story is relevant or important, including any local impact or community interest].

Thank you for considering my submission. I am eager to see KXAN shed light on this topic and would be happy to provide any additional information or answer any questions you may have.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]