

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

[Recipient's Name]
[Recipient's Title]

KXAN News

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title/Position and a brief description of your organization or expertise]. I am reaching out to request an opportunity for an interview with KXAN News regarding [specific topic or event].

Given the relevance of this topic to the local community and current news cycle, I believe that an interview would provide valuable insights to your audience. I am available for a discussion at your convenience and can accommodate your schedule.

Please let me know if this can be arranged, and thank you for considering my request. I look forward to the possibility of collaborating with KXAN News.

Best regards,

[Your Name]
[Your Title/Position]
[Your Organization]
[Website or Social Media Links, if applicable]