

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

KXAN News

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

Dear KXAN News Team,

I hope this letter finds you well. My name is [Your Name], and I am reaching out to request coverage for [briefly describe the event, issue, or topic you want covered].

[Provide a concise overview of the situation, including key details, why it is newsworthy, and how it may interest the KXAN audience. Include any relevant statistics, personal stories, or quotes that may enhance your request.]

Additionally, I would be happy to provide any further information, arrange interviews, or facilitate access to relevant locations and individuals involved. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my request. I believe that your coverage could make a significant impact, and I look forward to the possibility of working together.

Sincerely,

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