

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

KXAN News

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to invite KXAN News to partner with us in promoting our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location].

[Provide a brief description of the event, including its purpose, target audience, and any notable speakers or activities.]

We believe that KXAN News would play an essential role in bringing awareness to this event and reaching a wider audience. We are hopeful for your support in covering the event through news segments or announcements leading up to the date.

Please find attached more details about the event, including [any supporting materials, such as a press release, flyers, or images]. We would love the opportunity to discuss this potential collaboration further.

Thank you for considering our invitation. We look forward to the possibility of working together to make [Event Name] a success!

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Contact Information]