

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
ZDF Mediathek  
[Address of ZDF Mediathek]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
[Introduction: Briefly introduce yourself and the purpose of your letter.]  
[Body: Provide details about your request, proposal, or comment. Be clear and concise, and include any necessary information or context.]  
[Conclusion: Summarize your main points and express any desired outcomes or next steps.]  
Thank you for your time and consideration. I look forward to your response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]  
[Your Company/Organization]