

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
ZDF Mediathek
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce yourself and the purpose of your letter.]
[Body paragraphs: Provide detailed information, supporting arguments, and any relevant content or requests.]
[Closing paragraph: Summarize your main points and express your hopes for a response or action.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]