

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

ZDF Mediathek  
[Relevant Department Name]  
ZDF Broadcasting Network  
[Address of ZDF]  
[City, State, ZIP Code]

Dear [Recipient's Name or "ZDF Mediathek Team"],  
I hope this letter finds you well. I am writing to inquire about  
[specific inquiry or issue, e.g., "the availability of a particular show  
or documentary on ZDF Mediathek"].  
[Provide additional details about your inquiry, such as specific titles,  
dates, or any relevant context.]

I appreciate your assistance in this matter and look forward to your  
prompt response.

Thank you for your time.

Best regards,

[Your Name]  
[Your Signature (if sending a hard copy)]