

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

ZDF Mediathek

[Relevant Department or Contact Person]  
[ZDF Address]  
[City, State, Zip Code]

Dear [Contact Person or "ZDF Mediathek Team"],

[Start with a brief introduction of yourself and your purpose for writing. Be clear and concise.]

[Provide specific details regarding your request or inquiry. Use paragraphs to separate different points or topics as necessary.]

[Conclude with a polite request for further information or action, and express gratitude for their attention.]

Thank you for your time and consideration.

Sincerely,

[Your Name]