

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
ZDF Mediathek  
[ZDF Mediathek Address]  
[City, State, Zip Code]  
Dear ZDF Mediathek Team,  
Subject: [Your Subject Here]  
[Introduction: Briefly state the purpose of your letter.]  
[Body: Provide detailed information or inquiry. Include any necessary references or examples.]  
[Conclusion: Summarize your points and express any requests or suggestions.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Optional: Your Title/Position]  
[Optional: Your Organization]