

[Your Name]
[Your Title]
[Your Company]
[Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Address]
[City, State, Zip]

Dear [Recipient Name],

Subject: Programming Changes Notification

I hope this letter finds you well. We are writing to inform you of some upcoming changes to our programming schedule that will take effect on [Effective Date].

The following changes will be implemented:

1. [Change 1: Brief description of the programming change]
2. [Change 2: Brief description of the programming change]
3. [Change 3: Brief description of the programming change]

These changes are intended to enhance our content offering and ensure that we continue to provide engaging and relevant programming to our listeners.

We appreciate your understanding and support as we make these adjustments. If you have any questions or require further information, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

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