

[Your Radio Station's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce that [Radio Station Name] will be launching a new programming schedule beginning [Start Date]. This schedule includes a variety of shows designed to entertain, inform, and engage our audience. Highlights of the new programming include:

- [Show Name]: [Brief Description]
- [Show Name]: [Brief Description]
- [Show Name]: [Brief Description]

In addition to our new shows, we will continue to bring you your favorite segments such as [Favorite Segment/Show Name].

We invite you to tune in to [Channel/Frequency] to experience the exciting changes we have in store. Your support has been invaluable, and we look forward to sharing this new journey with you.

Thank you for being a part of the [Radio Station Name] family!

Warm regards,

[Your Name]

[Your Position]

[Radio Station Name]

[Contact Information]

[Website URL]

[Social Media Links]

[Optional: Call to Action, e.g., Follow us on social media for updates!]