

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

To Whom It May Concern,

I am writing to formally request a broadcasting license for our upcoming media venture, [Name of Your Media Company/Project]. We aim to provide quality programming that serves the interests of our community and promotes local culture.

We are committed to adhering to all relevant regulations and standards to ensure responsible broadcasting. Our proposed station will focus on [brief description of the programming content].

Please let us know the necessary steps and requirements needed to process this request. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering our application.

Sincerely,

Your Name