

[Your Name]  
[Your Title]  
[Your Organization]  
[Address 1]  
[Address 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Address 1]  
[Address 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of [Your Organization], I would like to extend our heartfelt gratitude for your invaluable support as a sponsor of our public broadcasting initiatives in the past year. Your generous contributions have significantly enhanced our ability to deliver quality programming to our audience.

With your support, we have been able to [mention specific achievements or programs funded by the sponsorship]. We truly appreciate the trust you have placed in us and the commitment you have shown to enriching our community through public broadcasting.

We hope to continue this fruitful partnership and collaborate on future projects that resonate with our audience and reflect our shared values. Thank you once again for your support.

Warmest regards,

[Your Name]  
[Your Title]  
[Your Organization]