

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

KBTX News

[Station Address]
[City, State, Zip Code]

Dear KBTX Management,

I am writing to express my concern regarding [specific issue or incident] that occurred on [date]. As a loyal viewer of KBTX, I was disappointed by [explain the issue in detail, including any relevant facts or observations].

[Add any additional information that supports your complaint, and express how it has affected you or your perception of KBTX.]

I believe it is important for news outlets to maintain [mention any relevant standards or expectations], and I hope that you will take my feedback into consideration.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]