

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

KCRG TV9

[Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Specific Issue]

Dear KCRG Team,

I am writing to formally express my complaint regarding [specific issue or incident]. On [date of incident], I observed [provide a detailed description of the issue, including any relevant facts or observations]. The impact of this situation has been [describe how it affected you or others]. I believe it is important for your team to be aware of this matter to ensure [mention any desired outcome or resolution].

I appreciate your prompt attention to this issue and look forward to your response.

Sincerely,
[Your Name]