

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

KQKI Radio Station

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

Subject: Complaint Regarding [Nature of Complaint]

Dear KQKI Management,

I am writing to formally express my complaint regarding [briefly state the issue].

[Provide a detailed explanation of the incident or concern, including specific dates, times, and any relevant information.]

I believe this situation requires urgent attention as it [explain the impact of the issue].

I kindly request that appropriate measures be taken to address this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]