

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

KTVB News

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

Dear KTVB News Team,

I hope this letter finds you well. I am writing to share my feedback regarding [specific program, segment, or topic] that aired on [date].
[Insert your comments, thoughts, or suggestions here. Be specific about what you liked, disliked, or any recommendations you may have.]

I appreciate the hard work and dedication your team puts into providing our community with relevant news and information. Thank you for your continued efforts and for considering my feedback.

Sincerely,
[Your Name]