

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

KTVU Customer Service

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

Dear KTVU Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [specific issue or incident] that occurred on [date] during [program name or broadcast]. [Briefly describe the issue, including specific details and any relevant context.]

As a long-time viewer of KTVU, I was disappointed by this experience and felt it was necessary to bring it to your attention. I believe that addressing this matter will help improve the quality of your broadcasts and maintain viewer trust.

I would appreciate it if you could look into this situation and consider making the necessary changes to prevent similar issues in the future.

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

Sincerely,
[Your Name]