

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
KTVU
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of your letter and any relevant background information.]
[Body paragraph 1: Provide detailed information or context related to the purpose of your letter.]
[Body paragraph 2: Include any additional details, supporting arguments, or requests.]
[Closing paragraph: Summarize your points and indicate any expected response or action.]
Thank you for your time and consideration.
Sincerely,
[Your Name]