

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

KTVU Channel 2

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

Dear KTVU Team,

[Opening paragraph: Briefly introduce yourself and state the purpose of your letter.]

[Middle paragraphs: Provide details, share your thoughts, experiences, or opinions regarding a specific news story or program. Include any relevant anecdotes or suggestions.]

[Closing paragraph: Summarize your main points and express any hopes for future coverage or improvements.]

Thank you for your attention to this matter. I appreciate your work in keeping the community informed.

Sincerely,

[Your Name]
[Your Contact Information]