

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[WKBN]
[WKBN Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Introduction: State the purpose of your letter and any necessary
background information.]
[Body: Provide the main content of your message, discussing key points,
facts, or requests in a clear and concise manner.]
[Conclusion: Summarize the key takeaways and state any desired follow-up
actions or additional information required.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]