

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]

WKBN

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

Dear [Recipient's Name],

I am writing to inquire about [specific inquiry or topic]. I would appreciate any information you can provide regarding [details about your inquiry].

[Additional details, if necessary].

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]