

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[WKBN]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well.  
[Opening paragraph: Briefly introduce the purpose of your letter.]  
[Body paragraph(s): Provide detailed information regarding your response,  
including any relevant facts, opinions, or actions taken.]  
[Closing paragraph: Reiterate your main points and express any thoughts,  
requests, or next steps.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]