

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit [briefly describe the purpose of your submission, e.g., a story idea, article, or news tip].

[Provide a detailed explanation of your submission, including any relevant background information, supporting details, and reasons for its significance or relevance to WKYT.]

I believe that this story would resonate with your audience because [explain why the topic is important].

Thank you for considering my submission. I look forward to your response.

Sincerely,
[Your Name]