

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

[Recipient's Name]
[WKYT or specific department name]
[Station Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and the purpose of your letter.]

[Body paragraphs: Provide detailed information, sharing your thoughts, experiences, or questions relevant to WKYT.]

[Closing paragraph: Summarize your main points and express any final thoughts or requests.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]