

**\*\*WKYT Letter Submission Format Guidelines\*\***

**1. \*\*Header\*\***

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

**2. \*\*Recipient Information\*\***

- WKYT News
- Address (if applicable)

**3. \*\*Subject Line (optional)\*\***

- "Letter to the Editor"

**4. \*\*Salutation\*\***

- "Dear Editor,"

**5. \*\*Body of the Letter\*\***

- **\*\*Introduction\*\***: State your purpose and briefly introduce the topic.
- **\*\*Main Points\*\***: Present your arguments or opinions clearly and

concisely.

- **\*\*Conclusion\*\***: Summarize your key points and provide a call to action

or final thought.

**6. \*\*Signature\*\***

- Your Name
- Any additional information (e.g., occupation, title, etc., if relevant)

**7. \*\*Word Count\*\***

- Keep it to **\*\*around 200-300 words\*\***

**8. \*\*Submission Method\*\***

- Submit via email to the designated WKYT address or online submission form, if available.

**9. \*\*Additional Notes\*\***

- Ensure clarity, proper grammar, and respectful tone.
- Include a brief statement on how you would like your name published (full name or initials).

[END]