

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

WKTU

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., express my appreciation, inquire about a program, etc.].

[Provide details regarding your purpose. Mention any relevant information that may help your request or concern.]

I appreciate your attention to this matter and look forward to your response. Thank you for your continued dedication to serving our community.

Sincerely,

[Your Name]

[Your Title or Affiliation, if applicable]