

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

[Recipient Name]
[Recipient Title]

WKTV

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

Dear [Recipient Name],

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body: Elaborate on your main points, providing necessary details and context.]

[Conclusion: Summarize your request or statement and express your hope for a response or action.]

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]