

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

[Date]  
[Recipient Name]  
[Position]

WKTV

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

Dear [Recipient Name],

[Opening Paragraph: Introduce yourself and the purpose of your letter. Include any relevant details about your connection to WKTV or the content you are addressing.]

[Body Paragraphs: Share your main points, ideas, or any specific requests. Be detailed but concise. You may include personal anecdotes, statistics, or other information to support your message.]

[Closing Paragraph: Summarize your key points and express any expectations, whether it's a response, feedback, or an action you hope they will take.]

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
[Your Name]