

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

[Date]
[Recipient's Name]
[Position Title]

WKTV

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to [briefly state the purpose of your letter, e.g., share a story idea, inquire about a position, provide feedback, etc.].

[In the next paragraph, provide more detailed information regarding your purpose. Include relevant facts, personal anecdotes, or examples to support your message.]

[In the following paragraph, you can express any additional thoughts you have, share your appreciation for the station, or discuss your hopes for a response.]

Thank you for taking the time to read my letter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title/Position, if applicable]