

**\*\*Template for WVTV Letter Writing Guidelines\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[WVTV Station Name]

[Station Address]

[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Subject: [Your Subject Here]\*\***

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., share my thoughts on a recent broadcast, provide feedback, etc.].

[Paragraph 1: Provide specific details about your feedback or comments. Use clear and concise language.]

[Paragraph 2: Include any additional information or suggestions that may add value to your letter. Be respectful and constructive.]

Thank you for taking the time to consider my thoughts. I appreciate the work that WVTV does and look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]