

[Your Name]  
[Your Title]  
[Your Department]  
[WTKV Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: Briefly state the purpose of the correspondence.]  
[Body: Provide details regarding the matter at hand, including any relevant background information, context, or necessary explanations.]  
[Conclusion: Summarize your key points and outline any next steps or required actions.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Title]  
WTKV