

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

[Recipient's Name]  
[Wkow Station/Channel Name]  
[Station Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

I hope this message finds you well. I am writing to formally express my concerns regarding [specific issue] that occurred on [date] during [specific program or segment].

[Describe the issue in detail, including any relevant information such as time, context, and how it impacted you or others.]

I believe it is important to address this matter because [explain why the issue is significant]. I hold [Wkow Channel/Station Name] to high standards of [mention relevant standards such as journalism, ethics, professionalism, etc.].

I appreciate your attention to this matter and look forward to your response. Thank you for your time.

Sincerely,  
[Your Name]