

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

Customer Service

WKRN

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

Dear WKRN Customer Service,

Subject: Complaint Regarding [Briefly State the Issue]

I am writing to formally express my concern regarding [specific issue] that I experienced on [date and time].

[Explain the situation in detail, including any significant points, such as how it affected you and any relevant interactions you had with WKRN staff or services.]

I believe that [mention any specific policies or commitments you expect from WKRN], and my recent experience did not meet these expectations.

I would appreciate your attention to this matter and request [state what resolution you are seeking, such as compensation, an explanation, etc.]. Thank you for your prompt attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]