

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

[Recipient Name]
[Title/Position]

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about
[specific topic or issue].

[Briefly explain the context of your inquiry. Include any relevant
details or background information.]

I would appreciate any insights or information you can provide regarding
[specific questions or requests].

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

Sincerely,
[Your Name]