

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

WKRC

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

Subject: Formal Complaint

Dear WKRC Management,

I am writing to formally express my dissatisfaction regarding [specific issue or event].

[Explain the details of the situation, including dates, times, and any relevant information.]

I believe this incident warrants your attention, as it [explain why this issue is important and its impact on you].

I would appreciate your prompt response to this matter and any actions you intend to take to resolve it.

Thank you for your attention to this issue.

Sincerely,

[Your Name]