

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

[Recipient's Name]  
[Recipient's Title]

WKRC

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

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic]

I hope this message finds you well. I am writing to inquire about [insert specific details regarding your inquiry].

[Provide any necessary background information or context related to your inquiry. Be clear and concise.]

I would appreciate any information you could provide regarding this matter. Thank you for your time and assistance.

Sincerely,  
[Your Name]