

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

WKYC

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

Dear [Recipient Name],

[Introduction: Briefly state the purpose of your letter.]

[Body: Provide relevant details, context, and any necessary background information.]

[Conclusion: Summarize your main points and express any actions you hope to see or further steps you'd like to take.]

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

Sincerely,

[Your Name]