

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

WKYC Channel 3

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

Dear [Recipient's Name],

Subject: Compliance Concern

I am writing to formally address a compliance concern regarding [specific issue or incident]. On [date of incident], I [describe what happened and the context].

This situation is concerning because [explain why it is a concern and its implications]. I believe it is important for WKYC to maintain [mention any relevant policies, standards, or expectations].

I respectfully request that your team look into this matter and provide clarification or a resolution. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]