

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

[Recipient Name]  
[WKYC News Station]  
[Station Address]  
[City, State, Zip Code]

Subject: Request for Information

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request [specific information or documents] pertaining to [brief description of the topic or incident].

[Provide any necessary context or background information relevant to your request.]

I would appreciate your assistance in retrieving this information as it is essential for [reason for your request].

Please let me know if there are any costs associated with fulfilling this request or if additional information is needed from my end.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]