

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

WKYC

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

Dear [Recipient's Name],

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body: Provide details about your submission, including any relevant background information, reasons for submission, and any specific requests or content you would like to highlight.]

[Conclusion: Summarize your main points, express any gratitude, and indicate how you can be reached for follow-up.]

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]