

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

[Recipient's Name or WKYC Inquiry Department]
WKYC Channel 3
[Station Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
Subject: Inquiry Regarding [Specific Topic or Issue]

I hope this letter finds you well. I am writing to inquire about [briefly state the purpose of your inquiry, e.g., "recent programming changes," "coverage of a specific event," etc.].

[In this paragraph, provide more details about your inquiry. Explain the context and any pertinent information that WKYC might need to address your question or concern effectively.]

I would appreciate any information you can provide regarding this matter. Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,
[Your Name]