

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
WKYC Studios  
[Station Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of Your Correspondence]  
[Opening Paragraph: Introduce yourself and state the purpose of your letter.]  
[Middle Paragraph(s): Provide additional details, support your points or questions, and include any relevant information.]  
[Closing Paragraph: Summarize your main points and express any expectations or requests.]  
Thank you for your time and consideration. I look forward to your response.  
Sincerely,  
[Your Name]