

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
WKRG News 5  
[Station Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
[Introduction: State the purpose of your letter and your connection to  
WKRG or the topic of discussion.]  
[Body: Provide detailed information, supporting points, or requests. Be  
clear and concise, using paragraphs to separate different ideas.]  
[Conclusion: Summarize your main points or reiterate your request. Thank  
the recipient for their time and consideration.]  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]