

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

WFAA

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

Subject: Complaint Submission

Dear [Recipient Name],

I am writing to formally submit a complaint regarding [specific issue or incident] that occurred on [date] during [program or segment name].

[Briefly describe the issue, including details on what occurred, how it affected you, and any relevant information.]

I believe that this matter needs attention, as it [explain why the issue is significant or warrants a response].

I hope to receive a prompt acknowledgment of this complaint and any updates regarding how this issue will be addressed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]