

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
WFMZ-TV  
[Station Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduction and purpose of the letter]  
[Body paragraphs: Detailed information or requests]  
[Closing paragraph: Summary and call-to-action]  
Thank you for your time and consideration. I look forward to your response.  
Sincerely,  
[Your Name]