

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

WFMZ

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

Dear [WFMZ Contact Name],

I am writing to inquire about [specific information or topic you are interested in]. I appreciate the work WFMZ does in delivering news and information to the community, and I am eager to learn more about [briefly explain your interest].

Please let me know if you need any further details from my side to assist with my inquiry. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]