

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

WLBT News

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

Dear WLBT News Team,

I am writing to sincerely apologize for [briefly explain the situation or error]. I understand the impact this may have had on [mention affected parties or audience], and it was never my intention to cause any confusion or distress.

We value the trust of our viewers and are committed to ensuring accurate and responsible reporting. Moving forward, we will take the necessary steps to prevent such an occurrence and improve our processes.

Thank you for your understanding and continued support.

Sincerely,
[Your Name]
[Your Position]