

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

WLBT News

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

Dear WLBT News Team,

I am writing to formally express my concern regarding [briefly state the issue you are complaining about, e.g., a news report, a specific incident, etc.]. The details of my complaint are as follows:

- **\*\*Issue Description\*\***: [Provide a clear and concise description of the issue]
- **\*\*Date/Time of Incident\*\***: [Specify when the issue occurred]
- **\*\*Location\*\***: [Include relevant location details, if applicable]
- **\*\*Specifics\*\***: [Any additional information that supports your complaint]

I believe that bringing this matter to your attention is important as it concerns [explain why this issue matters, e.g., community impact, public interest, etc.].

I appreciate your commitment to journalism and hope you will address this issue appropriately.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]