

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

[Recipient's Name]  
[Recipient's Title]

WLBT

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an evaluation of [specific program, situation, or issue related to WLBT]. [Provide a brief background of the situation and why you are seeking an evaluation. Include any relevant details and specific concerns that you believe should be addressed.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]