

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

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

WLBT

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

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and the purpose of your letter.]

[Body paragraphs: Provide the details of your message or concerns.

Include specific examples if necessary.]

[Closing paragraph: Summarize your key points and express your hope for a response or action.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]