

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

WLBT News

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

Subject: Notification of [Event/Incident]

Dear WLBT News Team,

I am writing to inform you about [briefly describe the event or incident]. This event took place on [date] at [location].

[Provide more details about the event, including any relevant information that may interest the media, such as the significance, impact, or any actions taken.]

I believe this information would be of interest to your viewers, and I am available for further comments or interviews should you require additional details.

Thank you for your time and consideration.

Sincerely,

[Your Name]