

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

WLBT

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

Dear WLBT Team,

I am writing to request [specific request, e.g., coverage of a community event, an interview, information about a segment].

[Provide details about your request, including any relevant information that might help them understand the significance or purpose of your request.]

Thank you for considering my request. I look forward to your response.

Sincerely,

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