

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]

WLTX

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding [specific topic or event] that was discussed during our previous correspondence on [date of previous correspondence].

[Briefly restate your initial inquiry or point of discussion, including any relevant details or context.]

I am eager to hear your thoughts or any updates you may have regarding this matter. Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]

[Your Position/Title, if applicable]