

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

WLOS

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

Dear WLOS Customer Service,

Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date].

[Explain the details of the incident and your concerns. Include any relevant information such as time, place, and nature of the complaint.] I believe this issue is important to address as it affects [explain the impact of the issue on you or your community].

I request that you [specify any desired resolution or action you would like WLOS to take]. I look forward to your prompt response and a resolution to my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]