

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

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

WLKY News

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

Dear [Recipient's Name],

I am writing to inquire about [specific topic or issue] related to WLKY News. I would appreciate any information you could provide regarding [specific details or questions you have].

Additionally, if there are any resources or contacts you could recommend for further clarification, that would be greatly appreciated.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]