

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

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

WLKY

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing in response to the inquiry regarding [specific topic or issue].

[Provide a brief overview of the inquiry and your response.]

[Expand on your response with any relevant details, evidence, or examples that support your position.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]