

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

WQAD

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

Dear [Recipient's Name],

I am writing to [state the purpose of your letter, e.g., express my appreciation, inquire about a service, provide feedback, etc.].

[Provide details and context for your request or feedback in one or two paragraphs.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]