

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

[Recipient Name]  
WQAD News Channel 8

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit a story idea for your consideration.

[Introduce the story topic and its relevance. Explain why it would be a good fit for WQAD and your target audience. Include any key details or interesting angles that would make the story compelling.]

Additionally, I believe this story could [mention any potential impact or community engagement it may generate].

I am happy to provide further information or discuss this proposal at your convenience. Thank you for considering my submission. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]