

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

WQAD News 8

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to [state purpose of the letter, e.g., share a story idea, request coverage, etc.].

[Provide a brief introduction of yourself and your affiliation if applicable.]

The reason I believe this is pertinent to WQAD is [explain the relevance and significance of your message or request].

I would be grateful for the opportunity to [mention any specific requests, follow-up actions, or meetings you would like to propose].

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

Sincerely,

[Your Name]  
[Your Title/Position if applicable]  
[Your Organization if applicable]