

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

WQAD

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

Dear WQAD Team,

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., inquire about a news segment, provide feedback, or share a story idea].

[Provide further details related to your purpose. Include any relevant information, background, or specific requests.]

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

Sincerely,  
[Your Name]