

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

WQAD

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

Subject: Complaint Regarding [Brief Description of Issue]

Dear WQAD Team,

I am writing to formally express my concern regarding [specific issue].

On [date of incident], [describe what happened in detail, including any relevant context or information].

I believe this situation has resulted in [explain how it has affected you or others, and why it is an issue].

I would appreciate your attention to this matter and any steps you can take to address it. Thank you for considering my complaint.

Sincerely,

[Your Name]