

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

WQOW News Team

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

Dear WQOW News Team,

I am writing to recommend [Business Name] for your local business spotlight feature. Located in [Business Location], [Business Name] has been serving our community since [Year Established] and has become a beloved establishment known for [brief description of what the business does, its unique offerings, or its community involvement].

One of the standout features of [Business Name] is [specific product or service that distinguishes the business]. Customers rave about [mention customer feedback or experiences], which exemplifies the hard work and dedication of the team behind the scenes.

The owner, [Owner's Name], has a passion for [describe owner's passion related to business], which shines through in every aspect of the business. [Include any awards, recognitions, or milestones the business has achieved.]

I believe that showcasing [Business Name] would not only highlight an exceptional local business but also contribute positively to the sense of community that WQOW fosters. Thank you for considering this recommendation.

Warm regards,

[Your Name]
[Your Title/Organization, if applicable]
[Additional contact information, if desired]