

[Your Name]  
[Your Position]  
WQOW News 18  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well as we approach the [season, e.g., holiday] season.

As the year draws to a close, we at WQOW want to take a moment to express our gratitude for your continual support and partnership.

Wishing you and your loved ones a joyful and prosperous [season, e.g., holiday] season!

Warm regards,

[Your Name]  
[Your Position]

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