

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

WQED

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [specific issue] regarding WQED. I have been a loyal viewer/listener for many years, but my recent experience has left me disappointed.

On [specific date], I encountered [describe the issue in detail, including what happened, the impact it had on you, and any relevant information]. This situation was not only frustrating, but it also [explain how it affected you or your relationship with WQED].

I believe it is important for organizations like WQED to maintain high standards and address such concerns promptly. I would appreciate it if you could look into this matter and provide a resolution.

Thank you for your attention to this issue. I hope to hear back from you soon.

Sincerely,
[Your Name]