

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about
[specific information or subject related to WQED].

[Include a brief background or context for your inquiry. Explain why you
are interested and what specific information you are seeking.]

I appreciate your time and assistance regarding this matter. I look
forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]