

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

[Recipient's Name]  
[Recipient's Position]

WQED

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

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to express my appreciation for the wonderful programming that WQED provides to our community.

[Insert personal experience or feedback about WQED's programming here.]  
Thank you for your dedication to quality content and education. I look forward to seeing what WQED has in store for the future.

Warm regards,

[Your Name]