

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

[Date]
[Recipient Name]
[WQAD News]
[Station Address]
[City, State, Zip Code]

Dear [Recipient Name],
I hope this letter finds you well. I am writing to bring to your attention some inaccuracies I have observed in recent weather reports broadcasted by WQAD.

On [specific date(s)], the weather report indicated [describe the inaccurate weather information], which was inconsistent with actual conditions. As a viewer, I find accurate weather reporting crucial for planning daily activities and ensuring safety, especially during inclement weather.

I appreciate the hard work that your team puts into delivering timely information and understand that errors can occur. However, I believe it is essential to address these discrepancies to maintain the trust of your audience.

Thank you for your attention to this matter. I look forward to seeing improvements in your future weather broadcasts.

Sincerely,
[Your Name]