

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

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

WQAD News 8

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention [specific weather event] that occurred on [date] in [location]. This event has had a significant impact on our community, including [brief description of the effects].

As a resident of [community/area], I believe it is essential to keep the public informed about such weather occurrences. I would like to request that your team provide further coverage on this matter, including [specific information or stories you would like to see covered].

Thank you for your attention to this important issue. I look forward to seeing how WQAD can help our community stay informed and prepared for future weather events.

Sincerely,
[Your Name]