

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

WQAD News 8

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

Dear Weather Team,

Subject: Weather Inquiry

I hope this message finds you well. I am writing to inquire about the weather forecast for [specific date or area]. I would appreciate any insights you could provide regarding [specific weather-related questions or concerns].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]