

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
WZZM 13
[Station Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body Paragraph 1: Provide details or context regarding your
correspondence.]
[Body Paragraph 2: Include any additional information or points you would
like to address.]
[Conclusion: Summarize your message and state any required follow-up or
action.]
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Job Title, if applicable]