

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

WZTV

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous communication regarding [briefly mention the topic of initial contact, e.g., a story pitch, job application, or inquiry].

I wanted to check in and see if there has been any progress or if you need any additional information from my end.

Thank you for your attention, and I look forward to hearing from you soon.

Sincerely,
[Your Name]