

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

WXII News

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

Dear WXII News Team,

I hope this letter finds you well. I am writing to share my feedback regarding [specific program, news coverage, or community event] aired on [date].

[Provide specific feedback: discuss what you appreciated, any concerns, suggestions for improvement, etc.]

I believe that [briefly explain the importance of your feedback and how it could enhance viewer experience or community engagement].

Thank you for your dedication to delivering news and engaging with our community. I look forward to seeing how you continue to evolve and represent our region.

Sincerely,

[Your Name]
[Your Contact Information]