

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

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

WXPN-FM

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your correspondence, e.g., express my appreciation for your programming, inquire about upcoming events, etc.].

[Provide more details about your reason for writing. If you are sharing feedback, personal stories, or specific requests, elaborate here. Be clear and concise.]

Thank you for your time and for the wonderful work that WXPN continues to do for our community. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]