

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

[Date]
[Recipient Name]
[Title]

WXYZ Detroit

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

Dear [Recipient Name],

I am writing to express my [purpose of the letter, e.g., appreciation, inquiry, feedback] regarding [specific topic or issue].

[Provide additional details and context to support your purpose.]

I would greatly appreciate your attention to this matter and look forward to your response. Thank you for your time.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company, if applicable]