

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
KTVB
[KTVB Address]
[City, State, Zip Code]
Dear KTVB Team,
Subject: Complaint Regarding [Specific Issue]
1. **Introduction**
- Briefly introduce yourself.
- State the purpose of the letter.
2. **Description of the Issue**
- Clearly detail the specific incident or issue.
- Include relevant dates, times, and locations.
- Mention any individuals involved, if applicable.
3. **Impact of the Issue**
- Explain how this issue has affected you or your community.
- Share any emotional or practical implications.
4. **Previous Attempts to Resolve**
- Describe any prior steps taken to address the issue.
- Include any correspondence or responses received.
5. **Desired Resolution**
- Specify what action you wish KTVB to take.
- Mention any solutions you propose.
6. **Closing**
- Thank KTVB for their attention to the matter.
- Provide your contact information again for further communication.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]