

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
KTVB
[Station Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly state the purpose of your letter.]
[Body: Provide details, supporting information, and any relevant background.]
[Conclusion: Summarize your points and express any desired outcomes or next steps.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]