

****KTVB Letter Writing Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

KTVB News

[Station Address]

[City, State, Zip Code]

Dear KTVB News Team,

[Begin with a brief introduction about yourself and the purpose of your letter. Clearly state whether you are writing to express a concern, provide feedback, or share an opinion about a specific news story or topic.]

[In the next paragraph(s), elaborate on your main points. Provide details, evidence, or personal experiences that support your perspective. Use clear and concise language to ensure your message is understood.]

[Conclude your letter with a summary of your key points and any calls to action or suggestions for the KTVB team. Thank them for their time and consideration.]

Sincerely,

[Your Name]