

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

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

KTVB

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

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state the purpose of the letter.]

[Body of the letter: Provide details, share your story or feedback, and explain your thoughts or requests.]

[Closing paragraph: Summarize your key points and express your hope for a response or action.]

Thank you for your time and consideration.

Sincerely,

[Your Name]