

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Station Manager's Name]
[Station Name]
[Station Address]
[City, State, Zip Code]

Dear [Station Manager's Name],

I hope this letter finds you well. My name is [Your Name], and I am a listener of [Station Name]. I have been enjoying your programming, particularly [mention specific shows, genres, or DJ names], and I wanted to share my thoughts.

[Insert your message here: feedback, suggestions, requests, etc.]

Thank you for your time and for the great content that you provide. I look forward to hearing more from [Station Name].

Best regards,

[Your Name]

[Your Contact Information]