

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

[Recipient's Name]
[Recipient's Title]

KTRK

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., express my appreciation, request information, etc.].

[Insert body of the letter: provide details about your request or feedback, any relevant information, and your main points in a clear and concise manner.]

Thank you for taking the time to consider my [request/feedback/etc.]. I look forward to your response.

Sincerely,
[Your Name]