

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

KTRK Customer Service

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

Dear KTRK Customer Service,

Subject: Complaint Regarding [Issue/Incident Description]

I am writing to express my concern regarding [briefly describe the issue or incident, including relevant details]. This situation occurred on [date] and has left me feeling [describe your feelings, e.g., disappointed, frustrated, etc.].

Specifically, [provide more details about the incident, including what happened, why it is an issue, and any relevant information].

I believe it is important to bring this matter to your attention, as [explain the impact of the issue, e.g., it affects your viewing experience, it raises concerns about quality, etc.].

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for taking the time to address my concerns.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]