

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

Customer Service Team

KXAN News

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

Dear KXAN Customer Service Team,

Subject: Feedback on [Specific Topic or Program]

I hope this message finds you well. I am writing to provide my feedback regarding [specific topic, segment, or news story] that aired on [date].

[Insert your thoughts, comments, and suggestions here. Be specific about what you liked or disliked, and any recommendations you might have for improvement.]

Thank you for your attention to this matter. I appreciate the hard work that goes into producing quality news coverage and look forward to seeing more of [specific topic/area of interest].

Sincerely,

[Your Name]