

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

KXAN News

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

Dear KXAN Team,

I am writing to express my dissatisfaction regarding [briefly state the issue or incident].

[Provide a detailed account of what happened, including dates, times, and any relevant circumstances. Be factual and clear.]

It is important to address this issue because [explain the impact the issue has had on you or the community].

I hope that KXAN can look into this matter and help bring attention to it. Thank you for your time and consideration.

Sincerely,  
[Your Name]