

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

KXAN Weather Team

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

Dear KXAN Weather Team,

I hope this message finds you well. I am writing to provide feedback on your weather coverage.

[Insert your specific feedback here. You can mention aspects you appreciate, suggestions for improvement, or any specific incidents that stood out to you.]

Thank you for your hard work and dedication to keeping the community informed. I look forward to your continued coverage.

Sincerely,  
[Your Name]