

[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 express my appreciation for the accurate and timely weather forecasts provided by KXAN. As a resident of [Your City/Region], I rely on your reports to stay informed about severe weather warnings and updates.

Recently, I noticed [describe specific weather event or issue], and I would like to request more coverage on this matter, as it impacts our community significantly.

Thank you for your continued dedication to keeping us informed about our weather conditions.

Sincerely,
[Your Name]