

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

WKBN

[Recipient's Name or Department]
[Station Address]
[City, State, ZIP Code]

Dear [Recipient's Name/To Whom It May Concern],
I hope this letter finds you well.

[Introduce the purpose of your letter in a clear and concise manner.
Provide any relevant details or background information.]

[Explain your request, concern, or feedback in a straightforward way.
Include any specific information or examples that support your message.]

Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,
[Your Name]