

[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],

I hope this message finds you well. I am writing to [briefly state the purpose of your letter, e.g., share feedback, submit a story idea, etc.].  
[Provide additional details here, elaborating on your main point. Keep it concise and clear.]

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,  
[Your Name]