

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
WKBN  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Introductory paragraph - State the purpose of your letter.]  
[Body paragraphs - Provide details and any necessary information.]  
[Concluding paragraph - Summarize and express any final thoughts or  
actions required.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title or Position, if applicable]