

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

[Recipient's Name]
[Recipient's Title]

WKBN

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., express my admiration for your news coverage, inquire about a job opportunity, etc.].

[In the following paragraphs, provide more details about your purpose, including any relevant background information, experiences, or examples to support your main point.]

Thank you for taking the time to consider my letter. I look forward to your response.

Sincerely,
[Your Name]