

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

Recipient Name

WKYT

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

Dear [Recipient Name],

I am writing to [state your purpose clearly in one or two sentences].

[Provide any necessary details or background information here.]

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

Sincerely,

[Your Name]