

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

Customer Service

WKTV

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

Dear WKTV Management,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly]. The incident occurred on [date] and involved [provide relevant details about the situation].

Despite my efforts to resolve this issue by [mention any previous communication or attempts to resolve], I have not received a satisfactory response. This has left me feeling [describe your feelings, e.g., frustrated, disappointed], and I believe that appropriate action is necessary.

I kindly request [state your desired outcome or resolution], as I believe it would be a fair response to the situation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]