

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

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to follow up on my recent correspondence regarding [briefly mention the subject of your previous communication, e.g., my application for the internship position, a recent pitch for a story, etc.].

I appreciate the time you took to [mention any relevant points from the previous interaction, such as reviewing your application or considering your proposal]. I am very enthusiastic about the opportunity to contribute to WKTV and am eager to hear any updates you may have.

Thank you once again for your consideration. I look forward to your response.

Sincerely,

[Your Name]