

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

[Recipient Name]
[Recipient Title]

WKOW

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., express gratitude, share an opinion, request information, etc.].

[In this paragraph, provide more details to support your purpose. Include any relevant personal anecdotes, statistics, or observations that may strengthen your message.]

I appreciate your attention to this matter and look forward to your response. Thank you for your time and for the important work that you do at WKOW.

Sincerely,

[Your Name]

[Optional: Your Title/Occupation]

[Optional: Organization Name]