

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

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

WKOW

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

Dear [Recipient's Name],

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and the purpose of the letter.]

[Body: Provide detailed information or context regarding your inquiry, request, or feedback. Be clear and concise.]

[Closing: Summarize your points and include any action you would like the recipient to take.]

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

Sincerely,

[Your Name]

[Your Title, if applicable]