

[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],
[Brief introduction or purpose of the letter.]
[Main content or message.]
[Closing statements or call to action.]
Thank you for your attention.
Sincerely,
[Your Name]