

[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],
Subject: [Subject of the Letter]
[Start with a formal introduction, stating the purpose of the letter. Be clear and concise.]
[Provide additional details or context regarding the subject. Include any relevant information or background that supports your purpose.]
[State your request, question, or desired outcome clearly. If applicable, mention any deadlines or timelines.]
[Thank the recipient for their time and consideration. Offer to provide further information if necessary.]
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]