

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[WKOW TV]  
[Station Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well.  
[Introduction: Briefly introduce yourself and the purpose of your letter.]  
[Body: Provide details regarding your request, feedback, or information you would like to share. Be clear and concise.]  
[Conclusion: Summarize your main points and express any desired follow-up or thank them for their time.]  
Thank you for considering my [request, feedback, etc.]. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Job Title/Position if applicable]  
[Your Company/Organization if applicable]