

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
WKRN News 2  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and the purpose of your letter.]  
[Body paragraph 1: Provide relevant details, experiences, or ideas that relate to WKRN.]  
[Body paragraph 2: Share your passion for WKRN and how you see yourself contributing to the team/organization.]  
[Closing paragraph: Thank the recipient for their time and consideration, and express your eagerness to connect further.]  
Sincerely,  
[Your Name]  
[Optional: Include a PS with a fun fact or interesting note related to your letter.]