

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

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

WKRN-TV

[Recipient'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 your letter.]

[Body: Provide detailed information regarding your request, proposal, or purpose. Include any relevant background information that supports your message.]

[Closing: Summarize your main points and express any desired outcomes or next steps.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]