

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name - WKRN]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason, e.g., your support during my transition, the opportunity to interview for the position, etc.].

The experience I had with WKRN was truly [positive adjective, e.g., enlightening, inspiring], and I am incredibly appreciative of [specific aspect, e.g., the insights shared during our conversation, the warm welcome from the team, etc.].

Thank you once again for your [help/support/guidance]. I look forward to the possibility of working together and contributing to the amazing work at WKRN.

Warm regards,

[Your Name]