

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

[Recipient Name]
[WKRC Cincinnati]
[Station Address]
[City, State, Zip Code]

Dear [Recipient Name],

[Opening paragraph: Introduce yourself and the purpose of your letter.]

[Body paragraph: Provide more detailed information or context related to your purpose.]

[Closing paragraph: Summarize your main points and express any desired outcomes or actions.]

Thank you for your time and consideration.

Sincerely,

[Your Name]