

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
WKRC
[Station Address]
[City, State, ZIP Code]
Dear [Recipient Name or "WKRC Team"],
[Introduction paragraph - state the purpose of your letter]
[Body paragraph(s) - provide details, supporting information, and any
necessary context]
[Conclusion paragraph - summarize your points and suggest any desired
outcome]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Job Title, if applicable]