

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

WKRC

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph - introduction and purpose of the letter]
[Body paragraphs - detailed information, arguments, or requests]
[Closing paragraph - summary and call to action]

Sincerely,
[Your Name]
[Your Title, if applicable]