

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

[Recipient Name]  
[WKVI Radio Station]  
[Station Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., share a community event, provide feedback, inquire about programming].

[Provide additional details and context here. You can mention specific dates, events, or any relevant information that supports your purpose.]

Thank you for considering my request/feedback. I appreciate the work WKVI does for our community, and I look forward to your response.

Sincerely,  
[Your Name]