

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

WKVI

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

Dear [Recipient's Name],

[Opening Paragraph: Introduce the purpose of the letter briefly.]

[Body Paragraph(s): Provide detailed information regarding the subject of the letter. Include any necessary data, questions, or requests.]

[Closing Paragraph: Summarize your main points and restate your request or action needed.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]