

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

WKVI Radio

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

Dear WKVI Team,

I hope this message finds you well. I am writing to [briefly state the purpose of your letter, e.g., share feedback, request information, etc.].

[Include any specific details or requests concisely.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]