

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

[Recipient's Name]
[Recipient's Position]

WKVI

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to [briefly explain the purpose of your letter, e.g., share my thoughts on a recent news segment, inquire about a specific program, etc.].

[Provide more details regarding your purpose. This could include personal anecdotes, specific concerns, or questions you may have. Be clear and concise.]

Thank you for taking the time to read my letter. I appreciate the work WKVI does for our community, and I look forward to your response.

Best regards,

[Your Name]

[Your Title/Organization if applicable]

[Optional: Your Position/Role in the community]