

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
WKVI  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: state the purpose of the letter and any relevant details.]  
[Second paragraph: expand on the details, providing supporting information or context as necessary.]  
[Third paragraph: include a call to action or next steps if applicable.]  
Thank you for considering my request. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Title/Organization if applicable]