

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
WKVI  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
[Introduction: Briefly introduce yourself and the purpose of the letter.]  
[Body: Provide details on the matter at hand, including any relevant  
information or requests.]  
[Conclusion: Summarize key points and state any actions expected or next  
steps.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]