

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
WKVI
[Station Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph introducing the purpose of the letter]
[Body paragraph 1 with supporting details or information]
[Body paragraph 2 with additional information or requests]
[Closing paragraph summarizing the key points and expressing anticipation
for a response]
Thank you for your time and consideration.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Position (if applicable)]