

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

WKYC

[Recipient's Name or Department]
[Station Address]
[City, State, Zip Code]

Dear [Recipient's Name/ WKYC Team],

[Opening statement about the reason for your letter.]

[Brief details or points supporting your main message.]

[Final thoughts or a call to action.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]