

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

WKYC

[Station Address]
[City, State, Zip Code]

Dear WKYC Team,

[Opening paragraph: Introduce yourself and state the purpose of your letter.]

[Body paragraphs: Provide details, share your thoughts or feedback, and any relevant information.]

[Closing paragraph: Thank them for their time and consideration.]

Sincerely,

[Your Name]