

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[WKRG]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally acknowledge the [specific item, service, or event] provided by WKRG on [specific date or timeframe]. We appreciate the effort and dedication your team has put into this collaboration.

[Optional: Briefly mention the impact or value of the item/service/event.]

Thank you once again for your support. We look forward to continuing our partnership in the future.

Best regards,

[Your Name]
[Your Position]