

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

[Date]

[Recipient Name]

[WKRG News 5]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to [briefly state the purpose of your letter, e.g., share a news tip, express feedback, etc.].

[Include a concise explanation or details relevant to your purpose, keeping it to a couple of sentences.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]