

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

WKRG News 5

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

Dear [Recipient Name],

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date of the incident]. As a viewer of WKRG News 5, I have always appreciated your commitment to providing accurate and timely news coverage; however, my recent experience has led me to feel compelled to raise this concern.

[Describe the issue in detail, including any relevant facts and your expectations. Be concise but thorough.]

I believe that addressing this issue is essential for maintaining the quality of service that your viewers expect from WKRG News 5. I look forward to your response and hope for a resolution to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]