

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

[Recipient's Name]
[Recipient's Title]

WKRG News 5

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous correspondence about [specific topic or purpose of previous communication].

I appreciate your attention to this matter and would love to discuss it further if possible. Please let me know a convenient time for you to chat or if you need any additional information from my side.

Thank you for your time, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title (if applicable)]