

[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 letter finds you well.

[Insert the purpose of the letter here. Be clear and concise about your request or the information you wish to convey.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]