

[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 am writing to [state the purpose of your letter, e.g., express interest, provide feedback, request information, etc.].

[Provide details and context regarding your request or concern. Include relevant information and any specific points you believe are important for the recipient to consider.]

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

Sincerely,

[Your Name]

[Your Title or Affiliation, if applicable]