

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

[Recipient's Name]
[Recipient's Position]

WKRG News 5

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for gratitude, e.g., the recent coverage of an event, assistance with a story, etc.]. Your support and professionalism made a significant difference, and it is truly appreciated.

The work that WKRG does in our community is invaluable, and I am grateful for the opportunity to collaborate with such a dedicated team. Thank you once again for your efforts and for being a trusted source of information.

Warm regards,

[Your Name]

[Your Title/Position, if applicable]