

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

[Recipient Name]  
[Radio Station Name]  
[Station Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to [briefly state the purpose of your letter, e.g., share feedback, request information, suggest a collaboration, etc.].

Thank you for your attention to this matter.

Sincerely,

[Your Name]