

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name or Station Manager]

[Station Call Letters]

[Station Address]

[City, State, Zip Code]

RE: Notice of Public File Update Request

Dear [Recipient Name],

I am writing to formally request an update to the public inspection file for station [Station Call Letters].

Upon reviewing the current online public file, it appears that the following documents are missing or require updating:

- [Document Name 1, e.g., Quarterly Issues/Programs List for Q3 2023]
- [Document Name 2, e.g., Annual EEO Public File Report]
- [Document Name 3, e.g., Local Public Notice certifications]

In accordance with FCC regulations, please ensure these records are uploaded to the station's official public inspection file as soon as possible. If these documents have already been filed under a different section, please provide guidance on where they may be located.

Thank you for your prompt attention to this matter and for your commitment to maintaining transparency for the community.

Sincerely,

[Your Signature]

[Your Printed Name]