

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Media Outlet]

[Media Outlet Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an interview with you regarding the launch of our upcoming product, [Product Name], which is set to debut on [Launch Date].

[Product Name] represents a significant advancement in [describe the product category or technology], and we believe it aligns perfectly with your audience's interests in [mention relevant topics or themes]. Our team is excited to share insights about the product, its development, and what it means for consumers.

We would be honored to schedule a time for you to learn more about [Product Name] and consider featuring it in your coverage. Please let us know your availability between [provide a range of dates/times], and we can arrange an interview that works for you.

Thank you for considering our request. We look forward to the possibility of collaborating with you to share this exciting news with your audience.

Best regards,

[Your Name]

[Your Position]

[Your Company]