

Media Access Application for Exhibition Coverage

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

[Exhibition Organizer's Name]
[Exhibition Organizer's Position]
[Exhibition Organizing Body]
[Address]
[City, State, Zip Code]

Dear [Exhibition Organizer's Name],

I am writing to request media access for [Your Organization] to cover the upcoming [Exhibition Name] scheduled from [Start Date] to [End Date]. We are keen to provide our audience with coverage that highlights the key exhibits and events taking place during the exhibition.

Our media outlet, [Your Organization], boasts a readership/viewership of [insert number], and we believe that covering [Exhibition Name] would greatly benefit our audience while promoting the event to a wider community.

We request the following media access:

- Press Passes
- Access to Exhibition Floor
- Interviews with Key Speakers/Exhibitors

We will adhere to all guidelines and regulations set forth by the organizing team and ensure accurate representation of the exhibition's offerings.

Thank you for considering our application. We look forward to the opportunity to cover [Exhibition Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Organization]