

Invitation to Media Briefing

Dear [Journalist/Media Representative],

We are pleased to invite you to a media briefing regarding our upcoming charity initiative, [Name of Initiative]. This initiative aims to [briefly describe the purpose and goals of the initiative].

Date: [Date]

Time: [Time]

Location: [Venue/Address]

During this briefing, we will share details about the initiative, its impact, and how the community can get involved. There will be an opportunity for Q&A, and refreshments will be provided.

Please RSVP by [RSVP Date] to confirm your attendance.

Thank you for your support. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]