

Interview Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Affiliation]. I am reaching out to request an opportunity to interview you for an upcoming spotlight feature we are conducting on non-profit organizations making a difference in our community.

We are impressed by the impactful work [Non-Profit Organization's Name] is doing, particularly in [mention any specific programs or initiatives]. We believe that highlighting your organization will inspire others and raise awareness about the essential services you provide.

The interview would take approximately [duration] and can be conducted at your convenience via [phone/video call/in-person]. We aim to publish this feature in [publication/platform] on [anticipated date].

Thank you for considering this request. I look forward to the possibility of discussing your organization's valuable work and contributions to our community.

Warm regards,

[Your Name]

[Your Position]

[Your Organization/Company]