

Media Kit for [Charity Event Name]

[Date]

Dear [Media Contact Name],

We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and the charity it supports].

We would like to invite you to participate in our event by covering it for your publication. This is a wonderful opportunity to connect with our community and showcase your support for [mention the cause].

In the attached media kit, you will find more information about the event, including:

- Event details and schedule
- Background on [Charity Name]
- Potential interview opportunities with keynote speakers
- High-resolution images and logos

Your support in promoting the event can make a significant impact. We would be honored to have you cover [Event Name] and help us spread the word about our important cause.

Thank you for considering our request. We appreciate your support and look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Title]

[Charity Name]

[Phone Number]

[Email Address]