

Approval for Media Coverage

Date: [Insert Date]

To: [Media Contact Name]

[Media Organization Name]

[Media Organization Address]

Dear [Media Contact Name],

We are pleased to inform you that your request for media coverage of the behind-the-scenes preparations for [Event Name] has been approved. We believe that your audience will appreciate the exclusive insights into our preparations.

The scheduled date for media access will be [Insert Date], starting at [Insert Time]. We request that you arrive 30 minutes prior to the scheduled time for an initial briefing on the event.

Please note the following guidelines during your visit:

- All media personnel must wear identification badges at all times.
- Filming will be allowed in designated areas only.
- Interviews with team members must be pre-arranged.

If you have any questions or need further assistance, please do not hesitate to contact me at [Your Contact Information].

Thank you for your interest in covering our event. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Organization Contact Information]