

Media Contact Introduction Letter

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to introduce myself as a media contact for [Your Organization/Project]. We specialize in [brief description of your organization or project], and we believe our initiatives could be of great interest to your audience at [Recipient's Media Outlet].

We have recently launched [describe a recent project, event or feature], which addresses [mention key themes or relevance]. Our objective is to [explain what you hope to achieve], and we feel it would fit well with your feature story section.

I would appreciate the opportunity to discuss this with you further and explore how we might collaborate on a feature story. Please let me know if you would be available for a brief call or if I can send additional materials for your review.

Thank you for considering this opportunity. I look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]