

# Letter for Media Contact Introduction

**[Your Name]**  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

**[Recipient's Name]**  
[Recipient's Title]  
[Media Outlet Name]  
[Media Outlet Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to introduce you to an exciting new product that [Your Company] is launching on [Launch Date].

[Briefly describe the product, its features, and its significance in the market.]

We believe this product will resonate well with your audience at [Media Outlet Name] and would love the opportunity to collaborate with you for coverage around the launch. I would be happy to provide more information, samples, or schedule a meeting to discuss this further.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]