

Media Introduction Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company], a [Brief Description of Your Company]. We are reaching out to introduce an exciting newsworthy story that we believe would resonate well with your audience.

[Briefly outline the key points of your press release or story angle. Include any relevant statistics, recent developments, or highlights. Keep it engaging and concise.]

We are planning to issue a press release on [Release Date] and would love to provide you with an early look at our announcement. We believe your readers would benefit greatly from the insights we have to share.

Attached, please find our press release draft for your consideration. We welcome any questions you may have and are happy to provide additional information or arrange an interview with [Relevant Person/Expert].

Thank you for considering our story for your coverage. We look forward to hearing back from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Company]