

# Media Briefing Invitation

Date: [Insert Date]

To: [Media Outlet Name]

Subject: Invitation to Media Briefing on [Crisis Topic]

Dear [Media Contact's Name],

We are writing to invite you to a media briefing regarding the recent developments concerning [Crisis Topic]. In light of the situation, we believe it is imperative to provide accurate and timely information to the public and media.

## Details of the Briefing:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Venue/Online Link]

Our key speakers will include:

- [Speaker Name 1 - Title]
- [Speaker Name 2 - Title]

We will discuss the following points:

1. [Point 1]
2. [Point 2]
3. [Point 3]

We encourage you to attend and bring any questions you may have. Please confirm your attendance by [RSVP Deadline].

Thank you for your attention, and we look forward to your participation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]