

Press Release Request

Date: [Insert Date]

To: [Media Contact Name]

Title: [Media Contact Title]

Company: [Company Name]

Email: [Media Contact Email]

Phone: [Media Contact Phone]

Subject: Request for Media Press Release

Dear [Media Contact Name],

I hope this message finds you well. I am writing to request your assistance in issuing a press release regarding [brief description of event, product launch, or news]. We believe this news will be of great interest to your audience.

Details of the press release are as follows:

- **Headline:** [Proposed Headline]
- **Date of Event:** [Event Date]
- **Location:** [Event Location]
- **Description:** [Brief Description]

We would appreciate it if the press release can be distributed by [preferred release date] to ensure timely coverage.

Thank you for considering our request. Please feel free to reach out if you need any more information or clarification.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]