

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Media Organization]

[Media Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] to invite you to cover our upcoming theater performance titled "[Performance Title]," which will be held on [Date] at [Venue]. This production promises to be a captivating experience and highlights [brief description of the performance or its significance].

We would be honored to have your presence and support in sharing this event with your audience. The show begins at [Time], and we will be hosting a [pre-show event, post-show discussion, etc.] designed to engage our guests and media representatives.

Attached to this letter are press materials, including a press release, high-resolution images, and additional details about the performance. We would greatly appreciate your consideration in covering this event, as it aims to [explain goal or impact of the performance].

Please let us know if you require any further information or if you would like to schedule an interview with the director or cast members. We hope to see you at [Performance Title] on [Date].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]