

Press Inquiry Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[Your City, State, Zip]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Company], a startup focused on [brief description of your company and its mission]. We are excited to announce [mention your news or event] and believe it could be of interest to [recipient's audience or their publication].

We would be honored if you could cover our story in [mention the specific publication or platform]. We can provide additional insights, interviews with key team members, and any relevant materials you may need to prepare the piece.

Please let me know if you are interested, and I would be happy to arrange a time for a call or provide further information via email.

Thank you for considering our inquiry. I look forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]