

# Media Coverage Invitation for Our Annual Community Holiday Event

Date: [Insert Date]

To: [Media Outlet Name]

Dear [Media Contact Name],

We are excited to announce our upcoming Annual Community Holiday Event taking place on [Event Date] at [Event Location]. This year's event promises to be bigger and better than ever, featuring [list of activities, performances, special guests].

We would like to invite your media outlet to cover this festive occasion and share the spirit of our community with your audience. The event will begin at [Start Time] and will include [mention any notable highlights].

Please find attached a press kit that includes event details, background information, and media credentials. We would be delighted to arrange interviews with key organizers and participants if you wish.

We hope you can join us in celebrating this joyful occasion and help us spread the word! Please confirm your attendance by [RSVP Date].

Thank you for considering our invitation. We look forward to hearing from you soon!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]