

Request for Radio Interview

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Radio Station Name]

[Radio Station Address]

[City, State, Zip Code]

Dear [Radio Station Manager's Name],

I hope this message finds you well. I am writing to request an interview for [Your Organization] regarding our upcoming community event, [Event Name], scheduled for [Event Date]. This event aims to [briefly describe the purpose of the event, e.g., promote local businesses, raise awareness for a cause, etc.].

We believe that a feature on your station will help us reach a broader audience and encourage community participation. We would be thrilled to share details about the event, discuss its significance, and how listeners can get involved.

We are flexible with timing and can adjust to your schedule. We appreciate your consideration of this request, and I look forward to the opportunity to collaborate with [Radio Station Name].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]