

# Media Coverage Request for Press Release Distribution

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Media Outlet Name]

[Media Outlet Address]

[City, State, Zip Code]

Dear [Media Contact Name],

I hope this message finds you well. I am writing to request your assistance in providing media coverage for our upcoming press release regarding [briefly describe the topic/announcement, e.g., "the launch of our new product, XYZ"]. We believe that this news would be of significant interest to your audience.

The press release is scheduled for distribution on [release date], and we would greatly appreciate it if you could consider featuring our story in [specific section or segment, if applicable, e.g., "your business news section"].

Enclosed with this letter, you will find a draft of our press release along with relevant background materials for your review. Should you need further information or wish to arrange an interview with [any relevant spokesperson], please don't hesitate to reach out.

We value your coverage and support and look forward to collaborating with you on this exciting announcement.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]