

# Media Interview Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization]. We are currently working on a piece about [specific topic or event], and I believe your insights would be invaluable to our audience.

We would be honored to conduct a media interview with you to discuss [specific points or questions you would like to cover]. The interview can take place at your convenience, either in-person or virtually. We are flexible with timing and can accommodate your schedule.

Please let me know if you would be available for this opportunity. We are eager to hear your thoughts and share your expertise.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]