

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Media Contact's Name],

We are excited to invite you to an exclusive screening of our upcoming project, "[Project Title]," on [Date] at [Time]. This special event will take place at [Location].

The screening will be followed by a Q&A session with our esteemed director, cast, and crew, providing you with insights into the making of the film and its themes.

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to seeing you there and appreciate your coverage of our project.

Thank you for your support.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]