

Collaboration Request for Local News Coverage

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[News Organization Name]

[News Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are committed to [briefly explain your organization's mission or purpose].

We are reaching out to explore the possibility of collaborating with [News Organization Name] for local news coverage regarding our upcoming [event/service/initiative] taking place on [date]. Given the significance of this [event/service] to the community, we believe it would be a valuable story for your audience.

We would love to discuss how we can work together to ensure the community is informed and engaged. We are happy to provide any additional information, interview opportunities, or access to our event if that would be helpful.

Thank you for considering our request. I look forward to the opportunity to collaborate with you.

Best regards,

[Your Name]

[Your Title]

[Your Organization]