

Media Collaboration Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization], as we are planning an upcoming event titled "[Event Name]" scheduled to take place on [Event Date] at [Event Location]. We believe that your media outlet, [Recipient's Organization], would be an excellent partner in promoting this event to our local community.

We are seeking media collaboration that includes publicity coverage, social media promotion, and possibly a feature article leading up to the event. In exchange, we can offer [explain what you can offer, e.g., sponsorship recognition, advertising opportunities, etc.].

We would be thrilled to discuss this collaboration further and explore how we can work together to create a successful event. Please let me know a convenient time for us to connect, or feel free to reach out at your earliest convenience.

Thank you for considering this opportunity. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]