Press Conference Attendance Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Organization Name]

[Insert Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your attendance at our upcoming press conference scheduled for [Insert Date of Conference] at [Insert Location]. The conference will commence at [Insert Time].

The purpose of this press conference is to [briefly explain the purpose, e.g., unveil a new product, discuss recent developments, etc.]. We believe that your presence will greatly contribute to the discussions and media coverage.

Please confirm your attendance by [Insert RSVP Deadline]. We look forward to your participation and valuable insights.

Thank you for considering our invitation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]