

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Media Outlet Name]

[Media Contact Person]

[Media Outlet Address]

[City, State, Zip Code]

Dear [Media Contact Person],

I hope this message finds you well. I am writing to inquire about the possibility of your media outlet covering our upcoming dance performance titled "[Performance Title]," which will be held on [date] at [venue]. This event features [brief description of the performance and its significance].

We believe that our performance aligns with your outlet's focus on [relevant theme or audience interest], and we would be thrilled to have your support in sharing this event with the community.

If you are interested, we would be happy to provide you with additional information, press releases, and images for your coverage. We can also arrange interviews with the choreographer and dancers if needed.

Thank you for considering our request. I look forward to your response and the possibility of partnering with you for this event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]