

Media Coverage Request

Your Name

Your Title

Charity Organization Name

Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Media Organization Name

Address

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to invite [Media Organization Name] to cover our upcoming charity fundraiser, [Fundraiser Name], which will be held on [Date] at [Location]. This event aims to support [Brief Description of Charity's Mission and Goals].

The fundraiser will include [Brief Outline of Activities, e.g., a silent auction, guest speakers, etc.], and we expect a diverse audience, including community leaders, local businesses, and residents dedicated to making a difference.

We believe that your coverage of this event would not only promote awareness of our cause but also inspire others to contribute to the community. We would be thrilled to provide you with any additional information you may need or arrange interviews with key individuals involved in the event.

Thank you for considering our request. We look forward to the possibility of working together to promote this important event. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Warm regards,

Your Name

Your Title

Charity Organization Name

Website URL (if applicable)