

Request for Media Coverage

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request media coverage for an upcoming commemorative plaque ceremony hosted by [Your Organization] on [Date of Ceremony]. The event will take place at [Location] at [Time]. This ceremony honors [describe the significance of the plaque and the individual or event it commemorates].

We believe that this event is of great importance to the community and would greatly benefit from media coverage to ensure that the significance of this commemoration is recognized by the public.

Please let us know if you would be able to send a reporter and photographer to cover the event. We would be happy to provide additional details and coordinate any arrangements necessary for your coverage.

Thank you for considering our request. We look forward to the possibility of your coverage of this meaningful event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]