

Media Inquiry Summary

Date: [Insert Date]

To: [Association Name]

From: [Your Name]

Subject: Summary of Media Inquiries

Overview

This document provides a summary of media inquiries received over the past week/month. It includes the nature of the inquiries, the requested information, and the actions taken to address them.

Inquiry Details

- **Inquiry 1:**

Source: [Media Outlet Name]

Type: [Type of Inquiry]

Description: [Brief Description of Inquiry]

Response Given: [Summary of Response or Action Taken]

- **Inquiry 2:**

Source: [Media Outlet Name]

Type: [Type of Inquiry]

Description: [Brief Description of Inquiry]

Response Given: [Summary of Response or Action Taken]

Next Steps

We recommend the following actions to improve our media relations and response processes:

- [Recommendation 1]
- [Recommendation 2]

Conclusion

Maintaining proactive communication with media outlets is essential for our association's visibility and credibility. Please review the inquiries and recommendations and provide feedback by [insert deadline].

Best regards,

[Your Name]

[Your Position]

[Association Name]