

Collaborative Review of Press Release

Date: [Insert Date]

To: [Stakeholder Names]

From: [Your Name]

Subject: Review of Press Release for [Event/Topic]

Dear [Stakeholder Names],

I hope this message finds you well. As we prepare for the upcoming release regarding [brief description of the press release topic], we would like to invite you to participate in a collaborative review process of the draft press release.

Attached, you will find the draft document for your review. We value your insights and expertise, and your feedback would be instrumental in ensuring that the message aligns with our collective objectives.

We kindly ask that you provide your comments by [deadline for feedback]. Please feel free to share any suggestions or revisions you may have.

Thank you for your ongoing support and collaboration. We look forward to your valuable input.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]