

Engagement Request for Press Release Review

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your engagement in reviewing our upcoming press release titled "[Title of Press Release]." The press release aims to [briefly describe the purpose or significance of the press release].

We believe that your insights and expertise would greatly enhance the quality and impact of our announcement. We value your opinion and would appreciate any feedback or suggestions you may have.

Please find the draft attached for your review. If possible, we would appreciate receiving your feedback by [Insert Deadline].

Thank you for considering our request. I look forward to your valuable input.

Best regards,

[Your Name]

[Your Position]

[Your Company]