

# Media Appearance Arrangement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm your appearance on our television feature, titled "[Feature Title]," scheduled to air on [Air Date] at [Air Time].

Details of the appearance are as follows:

- **Segment Topic:** [Segment Topic]
- **Location:** [Studio Location]
- **Duration:** [Segment Duration]
- **Contact Person:** [Contact Name] - [Contact Phone/Email]

Please confirm your availability for the scheduled date and time at your earliest convenience. If you have any questions or need further clarification, feel free to reach out.

We are looking forward to having you on the show!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]