

# Letter of Media Appearance Coordination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm your participation in the upcoming panel discussion titled "[Panel Discussion Title]" scheduled for [Date] at [Time]. The event will be held at [Location].

This panel discussion will bring together industry experts to discuss [brief overview of the topic]. We believe your insights and experiences will greatly contribute to the dialogue and benefit our audience.

Details of your appearance are as follows:

- **Panel Discussion Title:** [Title]
- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Duration:** [Duration]

Please let us know if you have any special requirements or topics you would like to discuss during the panel. We are happy to accommodate.

Thank you for considering this opportunity. We look forward to your confirmation and an engaging discussion!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]