

Media Appearance Request for Interview Scheduling

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Media Outlet Name]

[Media Outlet Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an opportunity for [Your Organization/Your Name] to appear in an interview segment for [Media Outlet Name]. We believe that our insights on [specific topic] could provide valuable content for your audience.

We are available for scheduling at your earliest convenience and can accommodate various formats such as in-person, virtual, or over the phone. If possible, we would love to discuss the following points during the interview:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

Please feel free to reach out if you have any questions or need further information. Thank you very much for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]