

# Request for Media Interview

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are thrilled to announce an upcoming panel discussion titled "[Panel Discussion Title]" scheduled for [Date and Time] at [Location/Platform]. This event will bring together industry leaders to discuss [Brief Description of the Topic].

We would be honored to have you as a panelist, given your expertise and significant contributions to [Relevant Field/Topic]. Your insights on [Specific Topic or Issue] would greatly enrich the discussion and provide valuable perspectives to our audience.

We anticipate a diverse audience comprising professionals, students, and enthusiasts eager to learn from experts like yourself. We believe that your participation would not only enhance the discourse but also offer a wider reach for your work through our media coverage.

Please let us know your availability for a brief interview prior to the event, where we can discuss the panel topic, your contributions, and any other relevant details. I look forward to the opportunity to collaborate with you and amplify our shared interests in [Subject Area].

Thank you for considering our request. I hope to hear from you soon.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]