

Media Interview Request for Press Conference

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an opportunity to interview [Interviewee's Name], [Interviewee's Position/Title], during the upcoming press conference scheduled for [Insert Date] at [Insert Location]. This event will focus on [Briefly describe the purpose of the press conference].

We believe that [Interviewee's Name] would provide invaluable insights into [Mention topics of interest or relevance], which would be of great interest to our audience at [Your Organization/Media Outlet].

Please let us know if [Interviewee's Name] would be available for a brief interview during the conference, and we would be happy to accommodate any scheduling preferences you may have.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]