Media Interview Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a producer at [Television Station/Network Name]. We are currently preparing a segment focused on [Topic/Theme] that will air on [Show Name] on [Air Date].

Given your expertise in [Relevant Field/Subject], we would be thrilled to have you as a guest on our program. We believe your insights would greatly benefit our audience and enrich the conversation surrounding [Topic].

The interview would take approximately [Duration] and can be conducted via [Method: in-studio, virtual, etc.], at your convenience. We are looking to schedule the interview between [Insert Dates/Timeframe].

Please let us know your availability for this opportunity. We are looking forward to the possibility of featuring you on our show.

Thank you for considering this invitation. I hope to hear from you soon.

Best regards,

[Your Name]

[Your Position]

[Television Station/Network Name]

[Your Contact Information]