

Approval Letter for Radio Interview Time Slot

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Radio Station Name]

[Radio Station Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for a radio interview has been approved. The interview is scheduled for [Insert Date and Time] on [Radio Station Name].

Please confirm your availability for the agreed time slot and let us know if you require any further information to prepare for the interview.

Thank you for your cooperation.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]