

Letter of Assurance for Radio Interview Participation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Radio Station Name]

[Station Address]

Dear [Recipient's Name],

I, [Your Name], am writing to formally assure my participation in the upcoming radio interview scheduled for [Insert Date and Time]. I appreciate the opportunity to discuss [mention topic] and share insights with your audience.

Please let me know if there are any specific topics or questions you would like me to prepare for in advance. I look forward to our conversation and am eager to contribute to the discussion.

Thank you for inviting me to be a part of your program.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]