

# Verification of Radio Interview Engagement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Organization's Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to confirm that [Guest Name] will be participating in a radio interview scheduled for [Date] at [Time]. The interview will be broadcast on [Radio Station Name].

Details of the interview are as follows:

- Topic: [Insert Topic]
- Duration: [Insert Duration]
- Format: [Insert Format] (e.g., live, pre-recorded)
- Host: [Insert Host Name]

Please feel free to reach out if you have any questions or need further clarification regarding this engagement.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]