

Media Representation Confirmation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our agreement regarding media representation for [Event/Project Name] scheduled for [Event Date]. As discussed, [Your Company Name] will represent [Client's Name] across various media outlets.

The scope of our representation includes:

- Press releases and media kits
- Media outreach and relationship building
- Event coverage and press management

We look forward to working with you to ensure effective media coverage for this initiative. Please feel free to reach out if you have any further questions.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]