

Letter to Media

Date: [Insert Date]

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Media Outlet Name]

[Media Contact Person's Name]

[Media Outlet Address]

[City, State, Zip]

Dear [Media Contact Person's Name],

I hope this message finds you well. I am writing to share exciting news about the recent achievements of [Agency Name], a dedicated social service agency committed to [insert mission or focus area].

Over the past year, we have reached significant milestones, including:

- [Achievement 1: e.g., Increased number of individuals served by XX%]
- [Achievement 2: e.g., Launched a new program that has helped XX families]
- [Achievement 3: e.g., Received recognition from XX organization]

We believe that these accomplishments reflect our commitment to making a meaningful impact in our community. We would love to share these developments with your audience and provide any additional information you may need for coverage.

Thank you for considering our story. We look forward to the opportunity to collaborate and highlight the wonderful work being done in our community.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]