

# Media Inquiry Response

Date: [Insert Date]

To: [Media Contact Name]

[Media Organization Name]

[Media Organization Address]

[City, State, Zip Code]

Dear [Media Contact Name],

Thank you for reaching out regarding [Event Name], scheduled to take place on [Event Date] at [Event Location]. We appreciate your interest in promoting this event to your audience.

We are excited to inform you that [briefly describe the event, its significance, and any notable participants or activities]. This event aims to [explain the purpose of the event or its target audience].

Please find attached our press release and media kit for additional details. We encourage you to share this exciting news, and if you have any specific questions or require further information, feel free to reach out at [Your Contact Information].

Thank you once again for your support in promoting [Event Name]. We look forward to your coverage!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]