

# Media Interview Request for Community Event

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Media Outlet Name]  
[Media Outlet Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an interview with [Relevant Person/Topic] in relation to our upcoming community event, [Event Name], scheduled for [Event Date]. This event aims to [briefly state the purpose of the event] and will gather community members and local leaders to discuss [topics of interest].

We believe that an interview would offer valuable insights into [mention key aspects], and highlight the efforts of our organization in [related community goals/initiatives]. We are eager to share our message through your esteemed media outlet, which plays a vital role in informing our community.

Please let us know a convenient time for you, and we would be happy to accommodate your schedule. Thank you for considering our request. We look forward to the possibility of collaborating with you.

Sincerely,  
[Your Name]