

[Your Name]
[Your Position]
[Company Name]
[Company 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 hope this message finds you well. I am writing on behalf of [Company Name] to formally request an interview regarding our upcoming corporate initiative, [Initiative Name]. This initiative is designed to [briefly explain the purpose and impact of the initiative].

We believe that [Media Outlet Name] would be the perfect platform to share our vision and reach a broader audience. We would be grateful for the opportunity to discuss this initiative further and explore how it can benefit your audience.

Would you be available for a brief interview at your convenience? We can provide you with exclusive insights and details that would enhance your coverage of the story.

Thank you for considering our request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Company Name]