

Media Interview Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Your Organization]. We are currently working on a news feature about [subject of the news feature], and we would be honored to include your insights and expertise.

We believe that your perspective on [specific topic or issue] would greatly enhance the depth of our coverage. We would like to request an interview at your convenience, either in person or via [phone/video call platform]. The interview should take approximately [duration] minutes.

We are aiming to conduct the interview by [insert deadline or desired timeframe], but we are happy to accommodate your schedule to make this happen.

Please let us know if you would be available for this opportunity. Thank you for considering this request, and we hope to hear from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]