

Media Coordination - Upcoming Press Release

Date: [Insert Date]

To: [Media Contact Name]

From: [Your Name]

Subject: Coordination for Upcoming Press Release

Dear [Media Contact Name],

We are excited to announce an upcoming press release scheduled for [Insert Date of Release]. The purpose of this press release is to [briefly describe the purpose of the release].

Key details include:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Participants:** [Insert Participants/Guests]

We would appreciate your support in covering this event and sharing the release with your audience. Attached to this email, you will find a media kit with further details, including high-resolution images and quotes from key spokespeople.

Please let me know if you have any questions or require additional information.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]