

Media Coverage Request for [Charity Event Name]

Date: [Insert Date]

Dear [Media Contact's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are excited to announce our upcoming charity event, [Charity Event Name], scheduled for [Date] at [Location]. This event aims to [briefly describe the purpose and goals of the event].

We would like to formally request your coverage of this event, as we believe it would significantly raise awareness for [cause/organization]. We anticipate a diverse group of attendees, including [mention any notable guests, speakers, or participants] which could offer great content for your audience.

Your presence at our event would not only provide valuable exposure for our cause but also offer your viewers/ readers an opportunity to engage with our mission.

We would be happy to accommodate any specific requests you may have regarding interviews, photo opportunities, or other media needs. Please find attached a press kit with more information about our organization and the event.

Thank you for considering our request. We look forward to the possibility of working together to make a positive impact in our community. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization's Phone Number]

[Organization's Website]