

Media Coverage Request

Date: [Insert Date]

To **[Recipient's Name]**,

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce that we will be hosting the [Conference Name] on [Date] at [Location]. This conference aims to [briefly explain the purpose of the conference].

We believe that your media outlet would be a valuable partner in covering this event, as it aligns with your commitment to [mention any relevant themes related to the media outlet]. We would be honored to have you attend and report on the proceedings and insights from our esteemed speakers, including [mention any notable speakers or panelists].

The conference will cover various topics, including [list key topics of interest]. We anticipate a diverse audience that includes [mention target audience].

Please find attached our conference agenda and additional information for your consideration. We would appreciate your presence to help us amplify the conversation around [important themes or issues].

If you are interested, we can arrange for interviews with key speakers and provide you with any additional resources you may need for your coverage.

Thank you for considering our request. We look forward to the possibility of collaborating with you to bring the highlights of the [Conference Name] to a wider audience.

Best regards,

[Your Name]
[Your Job Title]
[Your Organization]
[Your Email]
[Your Phone Number]