

Promotional Coverage Request for Product Launch Event

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite you to cover our upcoming product launch event, which is set to take place on [Date] at [Location]. We are excited to introduce [Brief Description of Product] and believe it will be of great interest to your audience.

The event will commence at [Start Time] and include [Details of Activities Planned, e.g., demonstrations, guest speakers]. We would be thrilled to have your presence, as your coverage would greatly enhance the visibility of our new product.

We will provide [Details about Any Incentives for Coverage, such as product samples, interviews with key personnel, etc.]. If you are interested, please let us know by [RSVP Date] so we can make the necessary arrangements.

Thank you for considering this opportunity. We look forward to the possibility of collaborating with you and showcasing our innovative product.

Warm regards,

[Your Name]

[Your Title]

[Your Company]