

Media Interview Arrangement

Date: [Insert Date]

To: [Interviewee's Name]

[Interviewee's Address]

[City, State, Zip Code]

Dear [Interviewee's Name],

We are pleased to inform you that you have been selected for an interview on our TV show, [Show Name], which airs on [Channel Name] at [Time].

The interview is scheduled for [Date] at [Location]. Please arrive at least [Time] minutes prior to the scheduled time for pre-interview preparations.

The interview will cover the following topics: [List Topics].

Should you have any questions or require further information, please feel free to contact us at [Contact Information].

We look forward to having you on our show!

Sincerely,

[Your Name]

[Your Position]

[TV Show Name]

[Contact Information]