

# Invitation to Media Interview

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

Dear [Recipient's Name],

We are pleased to invite you to the upcoming press conference regarding [Brief Description of Event or Announcement] scheduled for [Date] at [Time]. The event will be held at [Location].

This press conference will feature [List of Speakers or Key Individuals], who will provide vital insights and answer questions from the media.

Your presence would be greatly appreciated, and we believe that your participation will enrich the discourse. We would also like to arrange a short one-on-one interview with [Speaker's Name] after the press conference, should you be interested.

Please confirm your attendance by [RSVP Date] by contacting [Contact Information].

Thank you, and we look forward to welcoming you.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]