

Media Interview Request

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Public Figure's Name]

[Public Figure's Position]

[Public Figure's Organization]

[Public Figure's Address]

[City, State, Zip Code]

Dear [Public Figure's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are interested in featuring you in an interview to discuss [specific topic or reason for the interview]. We believe that your insights and experiences on this matter would greatly benefit our audience.

The interview would be conducted on [proposed dates and times], and we are happy to accommodate your schedule. The format will be [in-person/virtual, etc.], and we anticipate that it will last approximately [duration].

We would be honored to have you share your thoughts in this conversation and look forward to your positive response. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

Thank you for considering our request. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]