

Notification of Special Event Coverage Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to announce an upcoming special event, [Event Name], which will take place on [Event Date] at [Event Location]. We are reaching out to formally request coverage for this event.

Details of the event are as follows:

- **Event Date:** [Event Date]
- **Event Time:** [Event Time]
- **Location:** [Event Location]
- **Expected Guests:** [Number of Guests]
- **Event Highlights:** [Brief Description of Highlights]

We believe that your presence will enhance the event and provide valuable coverage to our audience. Please let us know if you can accommodate this request by [RSVP Date].

Thank you for considering our request. We look forward to your positive reply.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]