

# Letter of Submission for Journalist Access

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Event Organizer's Name/Organization]  
[Event Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request journalist access to the [Name of Event] scheduled for [Event Date] at [Event Venue]. As a dedicated journalist at [Your Company/Organization], I am eager to cover this event and share the insights and experiences with our audience.

My coverage will focus on [briefly describe your coverage focus, e.g., key speakers, sessions, audience engagement], and the event's significance within the [relevant industry or community]. I believe my reporting will contribute positively by highlighting the event's impact.

Please find attached my credentials and previous work samples for your review. I am looking forward to your positive response and am excited about the opportunity to cover this significant event.

Thank you for considering my request. Should you need any further information, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]