

Media Accreditation Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Festival Name]

[Festival Address]

Dear [Recipient Name],

I am writing to formally request media accreditation for [Your Media Outlet Name] to cover the upcoming [Festival Name] scheduled for [Festival Dates]. Our team is excited to be part of this prestigious event and would like to provide coverage through various platforms including [list specific platforms, e.g., website, social media, etc.].

As an established media outlet, we have reached an audience of over [insert audience number] who are enthusiastic about events such as [Festival Name]. We believe our coverage will greatly benefit the festival by highlighting its activities and engaging our audience.

Here are the details of our team members who will be attending:

- Name: [Team Member 1 Name] - [Role/Position]
- Name: [Team Member 2 Name] - [Role/Position]

Please find attached our media credentials and previous festival coverage links for your reference.

Thank you for considering our request. We look forward to your positive response and are eager to contribute to the success of [Festival Name].

Sincerely,

[Your Name]

[Your Position]

[Your Media Outlet Name]

[Your Contact Information]