

# Media Kit Request for Press Release Distribution

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]  
[Insert Company Name]  
[Insert Company Address]  
[Insert City, State, Zip Code]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing to request a media kit for the distribution of our latest press release regarding [Insert Brief Description of the Press Release Topic]. We believe that your platform would be an excellent avenue for sharing our news with a broader audience.

Our press release is scheduled for distribution on [Insert Date], and we aim to reach a diverse audience that is interested in [Insert Relevant Industry/Topic]. We would appreciate it if you could provide us with your media kit, which includes information on your audience demographics, distribution channels, and any associated costs.

Thank you for considering our request. We are excited about the prospect of collaborating with you to disseminate our important news. Please feel free to reach out if you have any questions or need further information.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]