

Media Interview Request

Date: [Insert Date]

[Recipient's Name] [Recipient's Position] [Company/Organization Name] [Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position] at [Your Company/Organization]. We are currently working on [briefly describe the project or topic], and I believe that your insights would be invaluable for our audience.

We would like to request an interview with you to discuss [specific topics you wish to cover]. The interview can be conducted at your convenience, either via [phone/video call/in-person], and we can accommodate your schedule.

Please let me know if you would be available for this opportunity. I look forward to the possibility of collaborating with you and sharing your perspectives on [topic].

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

Sincerely,

[Your Name] [Your Position] [Your Company/Organization] [Your Phone Number] [Your Email Address]