

# Media Presence Confirmation

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your media presence at [Event Name] scheduled for [Event Date] at [Event Location]. Your participation as [specify role, e.g., press, reporter] is greatly valued.

Please find the details below:

- **Event Details:** [Insert Event Details]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue Name and Address]
- **Contact Person:** [Insert Contact Name and Information]

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your support, and we look forward to seeing you at the event.

Sincerely,

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