

Media Coverage Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Summary of Media Coverage for [Project/Campaign Name]

Overview

Dear [Recipient Name],

Attached is the media coverage summary for [Project/Campaign Name] that took place from [Start Date] to [End Date]. We have compiled a list of key articles, mentions, and media engagements that highlight our campaign's impact.

Key Highlights

- **Publication:** [Publication Name] - [Headline of the Article] (Date)
- **Reach:** [Estimated Reach/Views]
- **Key Points:** [Brief Summary of the Coverage]

Coverage Breakdown

Publication	Date	Type of Coverage	Key Messages
[Publication Name]	[Date]	[Type]	[Key Messages]

Conclusion

In summary, the media coverage has significantly enhanced the visibility of [Project/Campaign Name], aligning with our strategic communication goals. For further details on specific articles and metrics, please refer to the attached documents.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]