

# Application for Press Release Distribution Assistance

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request assistance with the distribution of our press release regarding [briefly describe the content or purpose of the press release, e.g., a new product launch, an event, etc.]. We believe that your platform and network can greatly enhance our outreach and visibility.

We are aiming to reach [target audience or market] and anticipate that your expertise in media relations will help us connect with the right channels and outlets. Attached to this letter is the press release, along with additional details that may assist in the distribution process.

We would greatly appreciate your support and guidance in disseminating our press release to maximize its impact. Please let us know if you require any additional information or if there are any specific procedures we should follow.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]