

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we have prepared a press release regarding [briefly describe the subject of the press release] scheduled for distribution on [insert date of distribution]. We believe this information will be of interest to your audience.

The press release will cover [briefly outline key points or highlights], and we would like to ensure your team receives this information promptly.

Please let us know if you have specific distribution needs or preferences, and we will do our best to accommodate them.

Thank you for your attention, and we look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]