

Request for Press Release Distribution Services

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your press release distribution services for our upcoming [event/product launch/news announcement]. We believe that your expertise in distributing press releases can significantly enhance our visibility and reach.

The details of our press release are as follows:

- **Title:** [Title of the Press Release]
- **Date of Release:** [Release Date]
- **Target Audience:** [Describe the target audience]
- **Key Points:** [List key points or highlights]

We would appreciate your guidance on the best distribution channels to maximize our outreach. Additionally, please provide information regarding your pricing structure and any available packages.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]