

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Journalist's Name]

[Journalist's Title]

[Media Outlet]

[Outlet Address]

[City, State, Zip Code]

Dear [Journalist's Name],

Thank you for reaching out to us regarding your feature story on [specific topic]. We appreciate your interest in [Your Organization] and are happy to provide information that may assist you in your story.

After reviewing your request, we would be pleased to offer insights on [specific points or subjects related to the story]. Our [mention any experts or resources available] can provide valuable information that aligns with your article's theme.

If you would like to schedule an interview or require additional materials, please let us know your availability, and we will do our best to accommodate your needs.

We look forward to contributing to your story and appreciate your support in highlighting [specific issue or topic].

Best regards,

[Your Name]

[Your Title]

[Your Organization]