

# Response to Media Inquiry

Dear [Journalist's Name],

Thank you for reaching out regarding the interview request with [Interviewee's Name/Position] for your [Publication/Program Name]. We appreciate your interest in our organization and the work we do.

We are happy to confirm that [Interviewee's Name] is available for an interview on [suggested dates and times]. Please let us know if this works for you or if there are other times you would prefer.

Additionally, please provide any specific topics or questions you would like to cover during the interview. This will help us prepare and ensure a productive discussion.

Thank you once again for your inquiry. We look forward to the opportunity to collaborate with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]