

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Media Inquiry for Fact-Checking

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization], as we are currently conducting fact-checking on recent claims made regarding [specific topic or statement].

We would appreciate your assistance in verifying the accuracy of the following statements:

- [Claim 1]
- [Claim 2]
- [Claim 3]

Could you please provide any available data, insights, or statements from your organization that could support or refute these claims? Your expertise in this matter is invaluable, and we strive to ensure our reporting is accurate and credible.

Thank you for your time and consideration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]