

Media Inquiry for Press Release Distribution

[Your Name]

[Your Job Title]

[Your Company/Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

[Recipient's Name]

[Recipient's Job Title]

[Media Outlet's Name]

[Media Outlet's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to you on behalf of [Your Company/Organization] to inquire about the possibility of distributing our upcoming press release regarding [briefly describe the topic or event, e.g., "our new product launch" or "our annual charity event"].

We believe this information would be of interest to your audience, and we would greatly appreciate your support in sharing it through your media platform.

If you are interested, I would be happy to provide you with the press release draft and any additional material you might need.

Thank you for considering our request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization]

[Email Address]

[Phone Number]