

Media Request for Music Festival

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient's Position]

[Insert Organization Name]

[Insert Organization Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are excited to announce our upcoming music festival, [Festival Name], scheduled to take place on [Festival Dates] at [Festival Venue].

We believe that this event will not only showcase talented artists but also attract a diverse audience looking to celebrate music and culture. We would like to formally invite [Recipient's Organization] to cover the festival and help us amplify this event through your esteemed media outlet.

Attending the festival will provide your team with an excellent opportunity to engage with artists, interview festivalgoers, and capture the vibrant atmosphere. We would be happy to provide you with press passes, access to backstage areas, and any additional resources you may require for your coverage.

We look forward to the possibility of collaborating with [Recipient's Organization] to make [Festival Name] a memorable experience for all involved. Please let us know your interest and any specific requirements you may have.

Thank you for considering our request. We hope to hear from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]