



Media List Templates

Media Kit Example



<<Return Address>>

<< Date>>

<< Reporter's Name >>

<<Media Outlet>>

<<Mailing Address>>

<<City, State Zip>>

Dear <<Title and Last Name:>>

Thank you for your coming to our press conference announcing <<insert announcement>>. Our members were very impressed with your interest in our issues and your willingness to share this with the public.

I would like to just reiterate the issues we discussed at the conference with you, including <<list a few of the important issues raised during the seminar>>. These issues are vital to our community.

From time to time, our coalition will be receiving updates and hosting events to increase awareness and improve outreach. We will take the opportunity to forward information about these events to your office.

We enjoyed your company and look forward to working with you in the future.

Sincerely,

<<Sender's Name>>

<<Sender's Title>>

cc: _____, <<Title Producer or Editor>>