



Media List Templates

Media Kit Example



<<Return Address>>

<< Date>>

<<Inside Address>>

The Honorable <<Insert Official's Name>>

<<Government Body>>

<<Mailing Address>>

<<City, State Zip>>

Dear <<Title and Last Name: >>

The <<Name of Local Organization>> would like to invite you to << a meal, a seminar, meet with>> us on <<date>> at <<time>>. We are interested in discussing with you the following legislative issues: <<describe the issues you want to discuss with the elected officials>>

Our coalition represents a group of <<insert number>> faith-based and community organizations that are committed to supporting and promoting marriage in the African American community. As these issues have an impact on our children and families, we would like the opportunity to communicate our views to you.

If this date conflicts with your schedule, we would like to schedule a meeting with you at your district office at your earliest convenience. Please feel free to include a member of your staff as we would like to get better acquainted with your district's personnel. I am enclosing a media kit with more information about the African American Healthy Marriage Initiative and our organization.

We look forward to your participation and thank you for your consideration and your commitment to serving the needs of our community. If you or your staff has any questions regarding this event, please contact me at <<phone number>>.

Sincerely,

<<Sender's Name>>

<<Sender's Title>>

cc: _____, <<Title, e.g., Scheduling Secretary State Capitol Office>>