To,

[Name of the Recipient],

[Designation of the Recipient]

[Name of the Media House]

[Address],

Date:

**Subject: Letter of Invitation for Media Coverage**

Dear Sir/ Madam,

I am [mention your Name] and I am [mention your Designation] of the [mention Company Name]. It’s my pleasure writing this letter to invite your channel [name of Media House/Channel] to cover the event of [state the event like Product Launch] to be held on [Date & Day] at [Venue] from [Timings].

As you are a reputable and popular name in media industry, we admire your work a lot and therefore we are considering you, alongwith other media houses, to cover the event for us. This coverage will seek public attention as we have invited many celebrities as our guests for this special occassion. I hope that you will show the same interest for us and will consider joining us in this event.

Waiting for your response.

With thanks,

Regards,

[Name of the sender],

[Designation]