Sample Media Coverage Approval Letter

[Your Name]

[Your Title]

[Media Relations Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Media Representative's Name]

[Media Outlet Name]

[Media Outlet Address]

[City, State, ZIP Code]

Dear [Media Representative's Name],

Subject: Media Coverage Approval

I am pleased to confirm that your request for media coverage of our [Event/Activity Name] has been approved. Your interest in highlighting our initiatives and sharing them with a wider audience is appreciated.

Please review the attached media coverage approval details, including event schedule, access instructions, and any branding guidelines. If you have any questions or need further information, please contact our media relations department.

We look forward to your coverage and the positive exposure it will bring to our organization.

Best regards,

[Your Name]

[Your Title]