



Press Conference Invitation Letter to Supporter

Media Kit Example



<<Return Address>>

<<Date>>

<<Inside Address>>

Dear <<Title and Last Name:>>

On <<Date>>, the <<Local Organization's Name>> is planning a press conference to announce <<Announcement>>. Our own, <<Spokesperson>> will share <<details of the announcement>>. We have also invited the state and local representatives who serve our area to speak.

We hope you are able to attend, as it is important to show our strength in numbers and unity. The conference will give you the opportunity to demonstrate your commitment to improving the lives of children and families within our community.

Please contact << Designated Contact Person>> at <<phone number and email address>> to RSVP by <<Date>>. If you have any further questions or would like to discuss any of the agenda items, please feel free to call <<him/her>>.

Sincerely,

<<Sender's Name>>

<<Sender's Title>>