

Media Interview Request Letter

To
Name
Address
Contact
Email

Date

Subject:

Dear Miley,

My name is Anca Dublin and I am a writer currently working as a freelance news contributor with Scoop whoop.

I have always been a fan of your voice and always wanted to interview you face to face. I am contacting you as I want to request you for a schedule of 45 minutes conference call interview.

I have selected some dates for your suggestion:

30th May, between 1 pm -3 pm BST

3rd June, between 10 am – 12pm BST

Please let me know which time slot you are comfortable or you may suggest your own slot according to your feasibility.

Many thanks in advance.

Sincerely,

Anca

