

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Media Contact Name]

KQED

[Station Address]
[City, State, ZIP Code]

Dear [Media Contact Name],

I hope this message finds you well. My name is [Your Name], and I am [your position, e.g., a researcher, community leader] at [Your Organization/Company]. I am reaching out to inquire about potential coverage of [specific topic or event] that aligns with KQED's mission of informing and engaging the community through quality content.

[Provide a brief overview of the topic/event, its significance, and why it would be of interest to KQED's audience. Mention any key stakeholders, deadlines, or upcoming dates relevant to the inquiry.]

I believe that featuring [topic/event] would resonate with your viewers and listeners and would love to discuss this further. Would you be available for a brief conversation to explore this opportunity? Thank you for considering this inquiry. I look forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]