Subject: Meeting Request

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Contact Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Firstname Lastname,

For the past 10+ years I have followed your career through news events, interviews, and web research. Your dedication to the media and your understanding of the important role journalists play in today's fast-paced information highway, coupled with your belief in the power of the press, is exemplary. In addition, I know you were a student at Columbia with John Smith, my journalism professor at Missouri State.

I have had the privilege of honing my journalistic abilities on three widely different publications. When I left college, I immediately went to work for the typical small town newspaper and learned all aspects of getting the paper to the people in a timely manner. I then moved to regional manager for a media corporation composed of small to mid-size newspapers in the Midwest. In my current position, I am Chief Correspondent for one of the largest newspapers in the southwest.

I would greatly appreciate an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to the journalist field, not only newspapers but other mediums as well.

The week of March 15 - 19, I will be in New York City. I'd like to visit with you and get your feedback on my writing ability, along with suggestions on where my skills would be of the greatest value from your point of view. I do have a portfolio of my work that I will have with me.

Thank you so much for your time. I will call your office to set up a convenient time. I do look forward to meeting you.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name