

Sample Media Cover Letter

Current Date

Your Name

Your Facility Address

Media Contact Name

Media Address

Dear Editor:

Enclosed is a news release regarding Therapeutic Recreation Ontario's Awareness Month. It runs the month of February at [insert name of facility], along with many other facilities across the province that provide Therapeutic Recreation services.

Therapeutic Recreation contributes to communities in countless ways, giving many individuals the skills to find meaning and purpose in their life. Recreation Therapists work with individuals of all ages who are experiencing disability, illness, or limitations, teaching the skills, knowledge, and behaviours to live the best life possible.

If you are interested in covering Therapeutic Recreation Awareness Month, please contact me. I can provide you with information and a list of contacts for potential interviews. I have also enclosed a copy of a press release that I hope you will find useful.

I am a [insert job title] at [insert name of facility] and am a member of Therapeutic Recreation Ontario. I may be reached at [insert email and/or phone number].

On behalf of all Recreation Therapists, I appreciate your consideration of this story.

Sincerely,

Your Signature

Your name

Your title