## TEMPLATE INVITE FOR MEDIA

**INVITATION TO VISIT** [**COMPANY NAME**] **IN** [**AREA**] **TO CELEBRATE THE ANNUAL EMPLOYEE OWNERSHIP DAY ON FRIDAY 30th JUNE 2017**

Dear **[JOURNALIST NAME]**

I hope this email finds you well.

Please find attached a press release containing details of **[COMPANY NAME]**’s involvement with the upcoming Employee Ownership Day, an annual, nationwide celebration of employee owned businesses.

On Friday 30th June, the team here at **[COMPANY NAME]** will be **[1/2 SENTENCES GIVING AN OVERVIEW OF ACTIVITIES OUTLINED IN PRESS RELEASE]** and we would like to take this opportunity to invite you to join us from **[TIME]**.

There will be photo and interview opportunities with **[NAME],** who will be available from **[TIME]** and who would be happy to discuss how the employee ownership model has impacted on our business.

If appropriate, include reference to any industry specific news that you would be happy to provide comment on.

If you’re able to attend, please RSVP to this email address – I look forward to hearing from you.

Kind regards

**[CONTACT DETAILS]**