**LETTER TO REQUEST INFORMATION**

01 April 20XX

Sarah Henderson

The Toowoomba Gazette

34 Main Street

Toowoomba Qld 4350

Dear Ms Henderson,

Re: Media coverage of salon opening

I am writing to ask for media coverage of my upcoming salon opening in Toowoomba. I have salons in Brisbane and the Gold Coast, and can't wait to open my latest branch on 1 May. I think Toowoomba residents would love to know about my salon's high-end experience and hair, beauty and cosmetic services.

I'd love you to visit my salon on opening day and learn more. You can interview me and my employees and take advantage of a complimentary hair or beauty treatment. This will let you write a feature article on the Cuts by Dale difference using your firsthand experience.

Thank you for your considering my proposal and I hope to see you on opening day. I have enclosed a brochure so you can familiarize yourself with our services. If you'd like treatment, please call me on the number above so I can book your appointment at a time that's convenient for you. I look forward to hearing from you soon.

Yours faithfully

Dale Arthur