

Letter template (invitation to talk show)

Address of the person you are writing to

Your address

Dear **[write the name of your character]** ,

I am writing to you today because I would like to offer you an opportunity of a lifetime; namely, the opportunity to appear on **[write the name of the talk show]** .
[Explain why this is an amazing show]

There are many reasons why you should take up this wonderful opportunity. These include **[summarise the reasons why the character should appear on the talk show]**

The first reason is **[write the first reason here. This reason should relate to the character's experiences. Make sure you demonstrate your knowledge of the novel in your answer]**

In addition to this, appearing on our show would be beneficial to you because **[explain why appearing on the show would be good for the character]**

Furthermore, **[write your final reason]**

I am hoping to film your episode on **[write the date]** on location in **[write the names of the city/ country where the episode will be filmed]** .
The show will, of course, pay for your flights and accommodation.

I would be grateful if you could respond to this letter, letting me know whether you wish to take up this opportunity. In your response, please also let me know if you have any special requirements, such as preferred topics of discussion or any guests that you wish to appear alongside you.

I am looking forward to hearing from you shortly.

Kind regards,

[Your signature]

[Your name]

Producer, **[write the name of the show]**