

GUEST REQUEST TEMPLATE

Subject: Be a Guest on **HOST NAME** podcast, **PODCAST TITLE** on C-Suite Radio!

Body:

Hello!

I'm reaching out to you because we would like to feature **POTENTIAL GUEST NAME** as a guest on my podcast, **PODCAST TITLE** on C-Suite Radio.

Focusing on **PODCAST FOCUS**. My team and I think **POTENTIAL GUEST NAME** would be a great guest! The topic would be **INSERT TOPIC** (add personal connection – if there is one – or anecdote of how you know them).

The **PODCAST TITLE** airs **FREQUENCY**, with one guest featured throughout the entire episode – the goal is to have a great, educational conversation around **TOPIC** and what business leaders need to know. The interviews will be brought to life with guests' personal narratives, challenges faced, setbacks overcome, innovations pioneered, and objectives met.

Interviews are **DESCRIPTION (LENGTH - HOW ARE THEY DONE? - IS VIDEO INVOLVED? - DO THEY NEED HEADPHONES / MICROPHONE? - WHAT IS NEEDED ON THEIR END?)** What is needed from your end is a dependable Internet connection.

To schedule an interview – **INTERVIEW STEPS** – my team and I are really looking forward to making this happen!

Don't hesitate to reach out if you have any questions.

Thank you!