

# SUBMITTING YOUR TRACK TO RADIO: Email Template

Stations often have info on how you can submit music for airplay consideration on their websites. It is important that you follow the guidelines that they provide for the best chance of airplay. If you are emailing the station or a presenter directly, you may wish to use this template as a guide.

## EMAIL TEMPLATE

Replace **[text]** with relevant details.

**EMAIL SUBJECT: [Your Artist Name] & [Track Name]**

Dear **[Music Director or Presenter Name]**,

I'm writing to share my new song with you – **[Your Artist Name] – [Track Name]**.  
**[Short one paragraph pitch about your act/ band + your latest news]**

You can listen to it here: **[add a link to stream your music - e.g. SoundCloud, Bandcamp, Spotify]**.

It is available to download for airplay here: **[add link to Google Drive or similar where someone can download your music file]**.

I believe that the song would be a great addition to your program **[add program name(s)]** and look forward to hearing what you think.

More info here: **[add link to Electronic Press Kit]**