

Media Asset Distribution Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request the distribution of media assets for [Project/Campaign Name]. We believe these assets will be vital in enhancing our outreach efforts and achieving our marketing objectives.

Details of the requested media assets are as follows:

- Asset 1: [Description]
- Asset 2: [Description]
- Asset 3: [Description]

Please let us know if any additional information is required to process this request. We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]