

Scheduling Request for Out-of-Home Advertising Campaign

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the scheduling of our upcoming out-of-home advertising campaign that is set to launch on [Start Date]. We are looking to secure advertising placements in your prime locations to maximize exposure.

The campaign will run from [Start Date] to [End Date], and we would like to discuss the potential availability of the following locations:

- [Location 1]
- [Location 2]
- [Location 3]

Please let me know your available times for a meeting to discuss this further. We are eager to collaborate and ensure the success of this campaign.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]