

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To,
[Recipient Name]
[Recipient Position]
[Magazine Name]
[Magazine Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the advertising guidelines for editorial features in [Magazine Name]. We are interested in exploring potential collaboration opportunities and would like to understand the requirements and process for submitting an editorial feature.

Specifically, we are interested in:

- The criteria for editorial features
- The submission deadlines
- Cost associated with the feature
- Any specific content guidelines we should be aware of

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]