

Request for Media Kit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a media kit for [Magazine Name]. We are considering placing an advertisement in your esteemed publication and would like to better understand your rates, audience demographics, and advertising opportunities.

Could you please send us the media kit at your earliest convenience? This will greatly assist us in our planning and decision-making process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]