

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request a copy of your digital magazine media kit. As [briefly explain your purpose, e.g., "we are exploring potential collaborations" or "we are interested in advertising opportunities"], having access to your media kit would greatly assist us in understanding your audience and the promotional opportunities you offer.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]