

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

[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 writing to request a copy of the media kit for [Magazine Name]. We are interested in understanding your publication's offerings, audience demographics, and advertising options as we explore potential partnership opportunities.

Your media kit would be invaluable in helping us assess how we can collaborate effectively. Please let me know if you can send a digital copy or if you require any additional information from my side.

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

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