

Magazine Sample Acquisition Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently in the process of reviewing various magazines for potential acquisition to feature in our upcoming [Specify Project or Purpose].

I am reaching out to request a sample copy of [Magazine Name]. We are interested in evaluating its content and design to determine how it aligns with our goals and target audience.

We would greatly appreciate if you could provide us with a complimentary copy, or if possible, direct us to where we might purchase a recent edition. Your assistance in this matter would be invaluable to us.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]