

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Complimentary Magazine Samples

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request complimentary samples of your esteemed magazine [Magazine Name]. As an avid reader and potential subscriber, I am eager to explore your publication's content and style.

Receiving samples would greatly assist me in making my decision regarding a subscription. I believe that your magazine aligns with my interests, particularly in [mention specific topics of interest related to the magazine].

I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your time.

Sincerely,

[Your Name]