

Request for Evaluation of Magazine Samples

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 or relation to the magazine]. I am writing to kindly request samples of your magazine for evaluation purposes.

As we are in the process of assessing various publications to potentially feature in our [project/portfolio], we believe your magazine aligns well with our goals. We would appreciate the opportunity to examine your past issues to better understand the content and quality.

If possible, we would be grateful if you could send us the latest editions along with any relevant promotional material. We assure you that these samples will be used solely for evaluation and internal purposes.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company/Organization]