

Letter of Demand for Printing Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the printing details for [specify items to be printed], which were agreed upon on [insert date of agreement].

As per our agreement, I require the following details:

- Print quality specifications
- Size and dimensions
- Quantity required
- Cost and payment terms
- Estimated delivery time

Please provide this information by [insert deadline] to avoid any delays in the production process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]