

Letter of Petition for Printing Specifications

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the specifications for the printing of [describe the material or project, e.g., "the upcoming marketing brochure"]. As we approach the production phase, it is crucial that we align on the details to ensure quality and consistency throughout the process.

Specifically, we would like to request the following specifications:

- Paper type and weight
- Color specifications (PMS, CMYK, etc.)
- Printing process (Offset, Digital, etc.)
- Dimensions of the final product
- Any additional finishing options (e.g., coating, binding)

We appreciate your attention to this matter, and your prompt response will greatly assist us in moving forward with our project timeline. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]