

Advertising Specifications for Digital Platforms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to provide you with the advertising specifications for our digital platforms. Please find the detailed requirements outlined below:

Ad Format Specifications

- **Banner Ads:** Dimensions - 300x250px, 728x90px
- **Video Ads:** Length - 15s & 30s, Format - MP4
- **Social Media Ads:** Image Size - 1200x628px, Aspect Ratio - 1.91:1

File Types Accepted

We accept the following file types:

- JPG, PNG for images
- MP4 for videos
- HTML5 for interactive ads

Submission Guidelines

All creatives must be submitted at least [Insert Number] days prior to the campaign launch date. Please email your files to [Insert Email Address].

Contact Information

If you have any questions regarding the specifications or submission process, feel free to reach out to me directly.

Thank you for your attention to these specifications.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]