

Advertising Specifications

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to provide you with the specifications for your upcoming advertisement in our print media. Please review the details below to ensure your ad meets our requirements for optimal printing quality.

Ad Specifications:

- **Dimensions:** [Insert Dimensions, e.g., 8.5" x 11"]
- **File Format:** [Insert Accepted Formats, e.g., PDF, TIFF]
- **Resolution:** Minimum [Insert Resolution, e.g., 300 DPI]
- **Color Mode:** [Insert Color Mode, e.g., CMYK]
- **Bleed:** [Insert Bleed Requirements, e.g., 0.125" on all sides]
- **Margins:** [Insert Margin Guidelines]

Please ensure that your advertisement is submitted by [Insert Submission Deadline] to guarantee inclusion in the upcoming issue. For any questions, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to these details. We look forward to featuring your advertisement in our publication!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]