

Advertising Specifications for Radio Broadcasts

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are excited to collaborate with you on the upcoming radio broadcast for [Campaign/Program Name]. Below are the advertising specifications that need to be adhered to ensure a successful campaign:

Ad Format

- Duration: [Specify Duration] seconds
- File Format: [Specify Format, e.g., MP3, WAV]
- Bit Rate: [Specify Bit Rate]

Content Guidelines

- Appropriate for [Target Audience]
- No offensive material or language
- Clear call to action

Submission Details

- Deadline for submission: [Specify Deadline]
- Delivery method: [Email/FTP/Other]
- Contact for questions: [Contact Name and Email]

We look forward to receiving your advertisement and appreciate your cooperation in following these guidelines.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]