

Advertising Specifications for Television Commercials

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Advertising Specifications for Television Commercials

Dear [Recipient Name],

We are excited about the opportunity to partner with you for your upcoming television advertisement. Below are the specifications and guidelines that must be followed to ensure successful broadcast of your commercial.

1. Submission Timeline

All commercial materials must be submitted at least [insert number] days prior to the scheduled air date.

2. Commercial Length

The acceptable duration for commercials is [insert length] seconds.

3. File Format

Please provide your advertisement in the following format: [insert format, e.g., MP4, MOV].

4. Resolution

The recommended resolution is [insert resolution, e.g., 1920x1080 pixels].

5. Audio Specifications

Audio levels should be normalized to [insert dB level] and must not exceed [insert maximum dB level].

6. Content Guidelines

All content must comply with [insert relevant guidelines, e.g., FCC regulations].

7. Contact Information

If you have any questions, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to these specifications. We look forward to a successful campaign.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]