

# Content Creation Request

**Date:** [Insert Date]

**To:** [Video Production Team/Specific Person's Name]

**From:** [Your Name]

**Position:** [Your Position]

**Company:** [Your Company]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

## Project Overview

[Briefly describe the project and its objectives. Include the theme, target audience, and any key messages to communicate.]

## Video Specifications

- **Format:** [e.g., Animation, Live Action, Documentary]
- **Duration:** [e.g., 2-3 minutes]
- **Style:** [e.g., Informative, Promotional, Tutorial]

## Deadline

[Insert the deadline for completion of the video.]

## Budget

[Provide a budget range for the project if applicable.]

## Additional Notes

[Include any additional information, references, or inspiration for the video.]

Thank you for considering this request. I look forward to your feedback and am excited to collaborate on this project!

Best Regards,

[Your Name]

[Your Position]

[Your Company]