

Graphic Design Request for Promotional Event

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your graphic design services for our upcoming promotional event, [Event Name], which will take place on [Event Date]. We are looking to create visually appealing materials that resonate with our target audience and effectively promote our brand.

Specifically, we would need the following design elements:

- Event Poster (Size: [Insert Size])
- Brochure/Flyer (Size: [Insert Size])
- Social Media Graphics (Formats: [Insert Formats])
- Banner Design (Size: [Insert Size])

The theme for the event is [Insert Theme], and we would like the designs to reflect [Insert Specific Colors, Styles, or Imagery]. Please let us know your availability, as well as any questions you may have regarding this project.

We look forward to your creative input and are excited to collaborate with you on this initiative.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]