

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the advertising rate for [Magazine Name]. We are interested in exploring opportunities to promote our [products/services] and believe that your publication could be a great fit for our target audience.

Could you please provide us with your current advertising rates, along with any discounts or packages that might be available? Additionally, any relevant information regarding circulation, demographics, and publication frequency would be greatly appreciated.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]