

# Advertising Rate Request

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Newspaper Name]  
[Newspaper Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding your advertising rates for [specific sections or types of ads, e.g., classified ads, display ads] in [Newspaper Name]. We are interested in advertising our [product/service] and would appreciate it if you could provide us with your current rate card, including any available packages or discounts.

Additionally, could you please include details regarding:

- Ad dimensions and specifications
- Deadlines for submission
- Payment terms
- Any special promotions or seasonal rates

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]