

Media Budget Proposal for Quarterly Review

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the end of the quarter, we would like to present our media budget proposal for review.

Current Quarter Review

In this section, we will highlight key performance metrics from the current quarter and assess the effectiveness of our previous media campaigns.

Proposed Media Budget

Below is the proposed budget allocation for the upcoming quarter:

- Digital Advertising: [Amount]
- Print Media: [Amount]
- Social Media Campaigns: [Amount]
- Event Sponsorship: [Amount]
- Contingency Fund: [Amount]

Justification

This allocation is designed to enhance our reach and engagement with our target audience, leveraging insights gathered from previous campaigns.

Conclusion

We appreciate your consideration of this proposal and look forward to discussing it further in our upcoming meeting. Please feel free to reach out if you have any questions or require additional information.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]