

# Advertising Inquiry for Conference Program Booklet

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about advertising opportunities in the program booklet for the upcoming [Conference Name], scheduled for [Dates] in [Location].

We believe that your company's products/services align perfectly with our audience, and we would love to explore potential advertising options that would benefit both parties.

Please let us know about the various advertising packages available, including pricing, deadlines, and any specifications we should be aware of. We look forward to the opportunity to collaborate.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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