

Letter of Demand for PR Consultancy Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the initiation of PR consultancy services intended to enhance our brand visibility and reputation in the market. As discussed in our previous conversations, we believe that your expertise aligns perfectly with our needs.

We seek your assistance in developing a tailored public relations strategy that includes but is not limited to:

- Media Outreach
- Press Release Development
- Event Planning and Management
- Social Media Strategy

As part of this engagement, we would like to discuss potential timelines, deliverables, and your fees for these services. We believe that with your experience, we can achieve our goals effectively.

Please let us know a suitable time for you to discuss this further. We look forward to the opportunity to collaborate.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Position]

[Your Company Name]