

Media Asset Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to specific media assets for [Project Name/Description]. The assets are intended to be used for [purpose of using the assets].

The specific assets I am requesting include:

- [Asset 1]
- [Asset 2]
- [Asset 3]

I assure you that these assets will be used solely for [intended use] and will be credited appropriately if published or shared.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]