

Advertising Inquiry for Community Newsletter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Newsletter Editor's Name]

[Community Newsletter Name]

[Newsletter Address]

[City, State, Zip Code]

Dear [Newsletter Editor's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in exploring advertising opportunities in [Community Newsletter Name]. Our business, [Your Business Name], specializes in [brief description of your business].

I would like to inquire about your advertising rates, available formats, and any upcoming deadlines for inclusion in your community newsletter. Additionally, if you could provide information on your readership demographics and distribution reach, I would greatly appreciate it.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]