

# Request for Promotional Materials

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request promotional materials for our upcoming lecture series entitled "[Lecture Series Title]." The series is scheduled to take place on [dates of the series] at [venue/location].

We aim to engage a diverse audience and believe your support in providing promotional materials such as brochures, flyers, or digital content would greatly enhance our outreach efforts.

Please let us know if you can assist us with these materials and any specific guidelines we should follow. We would appreciate receiving these items by [deadline date] to ensure adequate promotion.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]