

COMPANY NAME

ADDRESS

CITY, STATE ZIP

(XXX) XXX-XXXX

E-MAIL: NAME@NAME.COM

FAX (XXX) XXX-XXXX

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Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name

Company

Address Line

City, State Zip Code

Re: Advertising Rates

Dear :

I am the owner of Just Married Bridal Consulting. In order to inform potential clients of my services, I am interested in advertising in your publication. Therefore, I am requesting advertising rate information on a half page and full page ad.

Thanks so much for your assistance.

Sincerely,