[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: APPROVAL TO ADVERTISE PRODUCT**

Dear [CLIENT NAME],

Thank you for the courtesy issue of [MAGAZINE] that you included in the media information kit you sent last week.

This has been reviewed and we agree that your magazine is a useful and cost effective way of increasing product exposure.

[COMPANY NAME] would like to advertise our [PRODUCT] in the upcoming [DATE] issues. We have enclosed an initial description of our product, but will contact you next [DAY] to discuss the details of our advertisement.

Should you have any questions or request further information, please do not hesitate to call us.

Thank you once again for giving us the opportunity to advertise in [MAGAZINE].

Kind regards,

[NAME]

[TITLE

[CONTACT NUMBER]

[COMPANY EMAIL]