[DATE]

Contact Name

Address

Address2

Town/City

County/Province

Postal Code

**RE: REQUEST FOR INFORMATION REGARDING ADVERTISING RATES**

Dear [CLIENT NAME],

Our company manufactures [TYPE OF PRODUCTS]. We are looking to start a [LOCAL/REGIONAL/NATIONAL] advertising campaign on [DATE]. We are currently conducting a research study on its feasibility. Our budget for this campaign would be [AMOUNT].

We would very much appreciate if you could let us know your rates and any demographic information you may have on potential customers. These primarily fall into the following category:

[GENDER AND MARITAL STATUS]

[AGE RANGE]

[OTHER CHARACTERISTICS]

Thank you for your help with this matter. We look forward to hearing from you soon.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]