

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: NTSC Format Specifications for Media Production

I hope this message finds you well. As we move forward with our upcoming media production, I would like to confirm the specifications regarding the NTSC format to ensure high-quality results.

1. **Resolution**: The target resolution for all video content will be 720 x 480 pixels.
2. **Frame Rate**: We will be adhering to a frame rate of 29.97 fps for all footage.
3. **Aspect Ratio**: Please ensure that all video adheres to a 4:3 or 16:9 aspect ratio based on project requirements.
4. **Audio Specifications**: All audio tracks should be in stereo, with a sample rate of 48 kHz.

Please ensure that the final deliverables meet these specifications. If there are any questions or concerns regarding the format or any other aspects of the production, do not hesitate to reach out.

Thank you for your attention to detail and cooperation.

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization Name]