

[Your Production Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NTSC Production Confirmation

We are pleased to confirm that our upcoming production, titled "[Production Title]," will utilize the NTSC format for broadcasting. This decision is based on our target audience and technical specifications necessary for optimal presentation.

Details of the production are as follows:

- ****Production Title:**** [Production Title]
- ****Expected Release Date:**** [Release Date]
- ****Production Schedule:**** [Schedule Details]
- ****Key Personnel:**** [List of Key Personnel]

Please let us know if there are any specific requirements or preferences you would like us to consider during the production process. We appreciate your support and look forward to collaborating with you on this project.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Production Company]

[Your Contact Information]

[Your Email Address]