

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

Dear [Recipient Name],

I am writing to request the distribution of our latest newsletter, [Newsletter Title], which is scheduled for release on [Release Date]. We believe the content will be of great interest to your audience and aligns with [specific interests or themes relevant to the recipient].

Enclosed are the digital copies of the newsletter along with any additional materials for your consideration. Please let us know if you require further information or adjustments to meet your distribution needs.

Thank you for your support in sharing our news!

Sincerely,

[Your Name]
[Your Title]
[Your Company]