

[Your Bank's Letterhead]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Advertising Approval

We are reaching out to seek your approval for our upcoming advertising campaign that aims to [briefly describe the purpose or objective of the campaign].

The details of the proposed advertisement are as follows:

- **Campaign Title**: [Title of the Campaign]
- **Medium**: [Print, Online, Social Media, etc.]
- **Target Audience**: [Describe the intended audience]
- **Duration**: [Start date - End date]
- **Content Overview**: [Brief description of the content]

We believe this campaign aligns with our mutual interests and goals. We assure you that all advertising materials will adhere to our branding guidelines and any relevant regulations.

Please find attached all necessary documents for your review. We kindly ask for your approval by [Deadline Date] to ensure a timely launch.

Thank you for your consideration. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Bank's Name]  
[Your Phone Number]  
[Your Email Address]