

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name or Customer Service Team],

Subject: Request for Advertising Code for Bank Promotion

I hope this letter finds you well. I am writing to request the advertising code needed for our upcoming promotional campaign involving [brief description of the campaign or reason].

We believe that collaborating with [Bank Name] will greatly benefit both parties and enhance community engagement.

Please provide us with the necessary advertising code at your earliest convenience so we can proceed with our arrangements.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]